







COMPANION  
TO THE  
CIVIL SERVICE REGULATIONS.

ISSUED BY THE  
ACCOUNTANT-GENERAL, BENGAL.

*SECOND EDITION.*



CALCUTTA  
SUPERINTENDENT GOVERNMENT PRINTING, INDIA  
1915





### Directions for making additions and corrections to the Companion.

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1) The Article of the Civil Service Regulations affected should be quoted either in the right-hand or the left-hand margin, as may be appropriate.

(2) If the addition suggested cannot conveniently be placed under one of the existing headings, the gist of the decision should be given in *italics* on the top *as briefly as possible*.

(3) The correction or addition, when passed by the Accountant-General, should be sent to the Record Department, the Superintendent of which section will have a list of corrections issued every month.



## P R E F A C E.

**T**HIS Edition embodies the orders issued from time to time since the first Edition. The orders relating to Bihar and Orissa districts have been omitted from this edition while those relating to Eastern Bengal districts have been included. In spite of the care taken in its completion, its absolute accuracy or completeness cannot be guaranteed. I shall therefore be obliged, if intimation is sent to this office of any errors or omissions that may be discovered, as well as any orders that have been superseded or may be either obsolete in or inapplicable to Bengal Presidency as now constituted.

N. G. BASU,

*Officiating Accountant-General, Bengal.*

3, KOILA GHAT STREET,  
*Calcutta, the 1st December 1914.*



COMPANION  
TO THE  
CIVIL SERVICE REGULATIONS.

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PART I.—PRELIMINARY.

Chapter 1.—General Scope.

Extent of application.

*Officers of the Royal Indian Marine*

1. The pay and allowances (except travelling allowance), pension and leave of all officers of the Royal Indian Marine holding shore appointments, are governed by the rules of the Marine service. C. S. R. 2.

(G. I., Marine Dept., 358, dated 21th April 1896. Dy. G. I. 297, dated 14th August 1911.)

2. Such officers of the Royal Indian Marine serving under Local Governments as have formerly travelled under the Civil Service Regulations will continue to do so and such officers as have not travelled under the Civil Service Regulations while serving under Local Governments will now do so. C. S. R. 3.

(G. I., Marine Dept., 1603-M., dated 19th November 1908. Dy. L. G. 2748. East Bengal.)

Right of Changing or Interpreting Rules.

3. Communications regarding the interpretation of the rules in the Civil Service Regulations should be addressed to the Government of India, Finance Department. Applications for the alteration or relaxation of the rules, or for special concessions in cases not exactly covered by them, will continue to be addressed to the Secretariat of the Government of India in which administrative questions relating to the department affected are dealt with. C. S. R. 4 and 923

(G. I., F. D., 5412, dated 25th November 1890, with G. I., F. D., 4339-P., dated 5th October 1898. Allahabad.)

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Chapter II. - Definitions.

*Absentee.*

4. A man under suspension is an absentee if the suspension is confirmed. If he is honourably acquitted he is not an "absentee" but must be treated in every respect as if he had been on duty. C. S. R. 6.

(Accountant General's ruling on letter from Accountant General, United Provinces, T. M. 922, dated 1st December 1909. Dy. A. G. 1810. E. B.)

**Active Service.**

**C. S. R. 8.** *Privilege leave counts as service for the furlough with which it is combined.*

5. Privilege leave combined with other leave counts as active service and, therefore, as service for the furlough with which it is combined.

(G. I., F. D., 2585-P., dated 14th May 1901. Dy. G. I. 79.)\*

*European Surveyors.*

6. The period spent by European Surveyors on half pay in India up to five years should be treated as active service and count for pension and leave.

(G. I., F. D., 73, dated 5th April 1886, C. I. T.)

*Period spent by Indian Medical Service Officers at Netley for training.*

7. Officers of the Indian Medical Service attached to the Army Medical School at Netley for the purpose of study and research should be regarded as deputed to Europe on special duty, but that, in variation of the ordinary rule in Article 85, Civil Service Regulations, the time spent on such duty should count as service for leave and be spent on furlough pay.

(G. I. Dept. of Mil. Supply 975-G., dated 9th February 1909, received with G. I. F. D., 4683-P., dated 20th September 1909. Dy. G. I. 313.)

*Plague duty.*

8. Service on plague and plague research duty previous to admission to the Indian Medical Service of a Medical officer in civil employ counts for leave under the civil rules.

(G. I., F. D., 2076-P., dated 27th April 1909. Dy. G. I. 17 E. B.)

9. The period of plague duty reckons as service for pension in the case of doctors who were appointed from plague service to the Indian Medical Service, and care should be taken that the period of plague duty is entered on their records of service and is taken into account in regulating their leave pay.

(G. I., F. D., 3335-P., dated 2nd July 1909. Dy. G. I. 85 E. B.)

**Age.***When exact date not known.*

**C. S. R. 4:** 10. In the case of an officer whose year of birth is known, but not the exact date, the 1st July should in future be treated as the date of birth for the purpose of determining the date on which the officer concerned should be held to have attained the age of 55 years. Similarly, if only the month and year of birth be known, the 16th of the month is taken to be the exact date of birth.

(G. I., F. D., 3836-P., dated 8th September 1896. D. G. I. 203 and G. I., F. D., 7455-P., dated 24th December 1907. Dy. G. I. 539.)

**Average Salary.***Pay of temporary appointment not to be taken into account.*

11. The extra salary of a special temporary appointment should not be taken into account in calculating half average salary under Articles 16 and 314 of the Civil Service Regulations. **C. S. R. 16.**

(G. I., F. D., 936-P., dated 19th February 1901. Dy. G. I. 428.)

12. This ruling does not apply to cases where the temporary appointments are, in fact, temporary additions to regular graded establishments on rates of pay recognized for those establishments, but it applies only to temporary appointments on special rates of pay.

(G. O. 2103, P. W. D., dated 28th July 1903 Madras.)

*Officer recalled to duty and proceeding on furlough shortly after.*

13. In the case of an officer recalled to duty and proceeding on furlough shortly after, the calculation of average salary should be made by taking into account the period *within three years* spent on duty or on privilege leave before and after the leave from which the officer was recalled.

(G. I., F. D., 5664-P., dated 17th September 1903. C. P.)

*Calculation of furlough pay of Covenantal Civilians.*

14. A member of the Civil Service should be allowed to have his furlough pay calculated on a compensation allowance in case where a local allowance takes its place.

(G. I., F. D., 2362, dated 5th June 1891. Dy. G. I.)

15. In calculating average salary, the period spent in joining time granted after medical leave under Article 237, Civil Service Regulations, should be treated as duty, and the allowance actually drawn during that period should be included in the calculation under Article 16, Civil Service Regulations. **C. S. R. 18.**

(A. G.'s decision, dated 15th September 1913, filed with the draft correction to the Bengal Companion to C. S. R.)

**Continuous Service and Continuous Active Service.***Furlough for 3 months combined with privilege leave for 3 months.*

16. Furlough not exceeding three months, combined with privilege leave for three months, does not constitute an interruption of "continuous service" and "continuous active service". **C. S. R. 22.**

An interval of 18 months must, however, elapse between the date of return to duty from any leave with which privilege leave of more than six weeks in duration is combined and the date of departure on next furlough other than furlough on medical certificate.

(G. I., F. D., 2585-P., dated 14th May 1901. Dy. G. I. 79.)



*Subsidiary leave.*

17. A proposal having been made to the Government of India that subsidiary leave should be included in "Continuous Service" it was decided that as the effect of the change would be so small, it was not necessary to ask the Secretary of State to sanction it.

(G. I., F. D., 109, dated 5th April 1884. Burma.)

*Furlough combined with Study leave.*

C. S. R. 22. 18. Furlough for less than three months combined with Study leave does not constitute an interruption of "continuous service" even though the combined leave (furlough and study) exceeds three months.

(G. I., F. D., 7336-P., dated 31st December 1907. Dy. G. I. 526.)

C. S. R. 23. 19. For reasons on which the proviso to Article 23 was based and for explanation of the application of the rules regarding the exchange of daily allowances for mileage, see orders quoted below.

(G. I., F. D., 2237-P., dated 11th May 1895. C. P.)

**Family.**

C. S. R. 25. 20. "Family" includes step-children who are wholly dependent upon an officer.

(G. I., F. D., 984-P., dated 17th February 1908. Dy. G. I. 659.)

21. The definition of "Family" given in Article 25 applies to Article 1098, Civil Service Regulations, and does not recognise an adoptive-mother, a stepmother, and other such adventitious dependants.

(G. I., F. D., 734-F. B., dated 5th February 1912. Dy. G. I. 581.)

*Travelling allowances not admissible for more than one wife.*

22. An officer cannot make claims in respect of travelling allowances or travelling expenses on account of more than one wife.

(G. I., F. D., 2888-Ex., dated 19th June 1895 with F. D. 1822-T. A., dated 18th March 1904. C. P.)

**Heads of Departments.**

C. S. R.  
29 A. 23. The Bengal Government has ordered that the following authorities in Bengal shall be included in the term "Heads of Department" and shall be entrusted with the powers which may be delegated to officers, generally so described, under the various Articles of the Civil Service Regulations and the Civil Account Code.

Board of Revenue.

Commissioners of Divisions.

Commissioner of Excise and Salt.

Collector of Customs, Calcutta.

Inspector General of Police.  
 Inspector General of Civil Hospitals.  
 Inspector General of Prisons.  
 Inspector General of Registration.  
 Director of Public Instruction.  
 Director of Land Records.  
 Director of Agriculture.  
 Director of Surveys.  
 Conservator of Forests.  
 Secretary to the Government of Bengal, Legislative Council.  
 Superintendent and Remembrancer of Legal Affairs.  
 District and Sessions Judges.  
 Commissioner of Police, Calcutta.  
 Sanitary Commissioner.  
 Sanitary Engineer.  
 Superintendent, Royal Botanic Garden.  
 Chief Engineers.  
 Superintending Engineers.  
 Registrar Co-operative Credit Societies.

(G. I. F. D., 5525 Ex., dated 19th November 1909. Dy. G. I. 419 B. G., F. D., 312-T. F., dated 18th May 1910. Dy. G. B. 879. B.G. F. D., 2979-F., dated 5th August 1911. Dy. G. B. 3064 and G. B. 6491-A., dated 13th December 1913. Dy. G. B. 7147. G. B. F. D. No. 211 T. F., dated 25th May 1914. Dy. G. B. 1557.)

### Lien on Appointment.

*Lien on one acting appointment except in cases of privilege leave vacancy.*

24. No officer shall retain a lien on more than one acting appointment, C. S. R. 31. including that in which he is for the time being officiating, unless in case of his appointment to act in a privilege leave vacancy.

(M. G. 685-Pub., dated 14th August 1895. With Dy. A. G. 843, dated 24th August 1908.)

*An officer cannot retain a lien on two appointments simultaneously.*

25. An officer not holding a substantive appointment, having gone on privilege leave and having been relieved by a senior, who was appointed to act in addition to his own duties, it was decided that the absentee should be held to have retained a lien on his own officiating appointment during privilege leave for the purposes of Article 261, Civil Service Regulations, as the *locum tenens* could not retain a lien on two appointments simultaneously.

(A. G.'s decision, dated 7th September 1908, in Captain Gillett's case, Bundle No. G. A.—274 of 1908-09.)

**Local Government.**

- C. S. R. 34 and Appx.** 26. The Comptroller and Auditor General has the powers of Local Government under the rules in part VII (foreign service and service under Local funds) in respect of non-gazetted officers serving in Account offices.  
(G. I., F. D., 6427-C. S. R., dated 10th December 1910. Dy. G. I. 254. E. B.)

**Military Officers.***Military officer transferred to Foreign Service.*

- C. S. R. 85.** 27. A Military Officer transferred from the Civil or the Military Department to Foreign Service of the first kind remains under the leave rules to which he was subject before his transfer.  
(G. I., H. D., 454 Med., dated 29th June 1895. For. 3977-P., dated 1st September 1898. Madras and C. I. T.)

28. When a Military Officer, who is officiating in Civil employ and is counting in officiating service under Rule 2 of Article 35, Civil Service Regulations, for leave under Civil Rules, is transferred direct from such Civil employ to Foreign Service, he counts his service in Foreign employ towards the three years which would entitle him under the rule above quoted for leave under Civil Rules.

(G. I., F. D., 3907-P., dated 12th July 1905. Dy. G. I. 164.)

*Medical officer without substantive appointment.*

29. A Commissioned Medical Officer in Civil employ, who, while on long leave in Europe, has lost a lien on his substantive appointment under the operation of Article 211 (b), Civil Service Regulations, continues subject to the Civil leave rules notwithstanding that on return from leave he is not posted to a substantive appointment in the Civil Department.

(G. I., F. D., 5181-P., dated 16th December 1896. Dy. G. I. 327.)

*Medical Officer retained as a supernumerary.*

- C. S. R. 5 (a) (2).** 30. The period during which an officer of the Indian Medical Service is retained as a supernumerary in the Civil Department under orders contained in Resolution in the Home Department No. 11M-760—772, dated 12th December 1894, counts as continuous service in the Civil Department for the purposes of this article.

(G. I., F. D., 4167-P., dated 30th September 1896. Dy. G. I. 229.)

*Medical Officer officiating in Civil employ on taking Study leave.*

31. Although an officer of the Indian Medical Service officiating in Civil employ cannot count a period of Study leave as part of the three years necessary for his confirmation in the Civil Department, he will be struck off the strength of his Corps after three years absence from it.

(G. I., H. D., 915 (Medical), dated 15th August 1907, with B. G. 975-T, Medl., dated 27th August 1907. Dy. G. B. 2619.)

**32.** Study leave granted to an officer of the Indian Medical Service officiating in Civil employ shall not operate as a break within the meaning of Article 35 (c) (2), but it is not to count towards the three years' continuous officiating service necessary to entitle an officer to be treated for the purposes of the leave rules as in permanent Civil employ.

(G. I., F. D., 042-P., dated 30th July 1907, with Dy. S. A., (Gaz. 535 E. B.)

*Medical Officer officiating in Civil employ on taking leave.*

When an officiating officer takes leave, other than privilege leave or leave on medical certificate, he not only loses his lien with reference to addition to Rule 2 under Article 35 of the Civil Service Regulations on his officiating appointment in the Civil Department, but also his position on the list of temporary Medical Officers, and would, if he entered that Department again have to begin service therein afresh.

(G. I., H. D., 29 Medical-1021, dated the 21st November 1896, with G. I., F. D., Endt. 117-P., dated 11th January 1897. Dy. G. I. 349.)

*Provisional employment regarded as "in permanent Civil employ."*

**34.** A Military Officer appointed provisionally under article 89, Civil C. S. R. 35. Service Regulations, is in permanent Civil employ from the date of such provisional appointment and becomes subject to Civil leave rules from that date.

(A.-G. Mr. Gamble's orders, dated 18th May 1896, and letter to Major G. M. J. Giles, I. M. S., 4508, dated 22nd May 1896.)

*Beginning of Civil employ.*

**35.** A Military Officer should, for the purpose of applying the minimum furlough allowance rule in Article 314 (b) of the Civil Service Regulations, be considered to have entered Civil employ from the date on which he obtains substantive appointment in the Civil Department or on which he completes three years' continuous officiating service in that department.

(G. I., F. D., 946, dated 8th March 1892)

*Reversion to Military for field operations.*

**36.** Temporary reversions to military duty in consequence of field operations should not operate as a break cancelling past Civil officiating service for the purpose of rule 2, Article 35, Civil Service Regulations.

(G. I., F. D., 4072-P., dated 11th August 1900. Dy. G. (175.)

*Drill duty.*

**37.** Period spent on drill duty with their regiments by Military Reservists employed in the Police Department when withdrawn from their Civil duties, as well as the time spent by them in journeying between their stations and the place of training, may be treated as duty qualifying for leave under Civil Rules.

(G. I., F. D., 191-P., dated 14th January 1897. Dy. G. I. 353.)

*Appointment of limited tenure.*

- C. S. R. 35, rule 3.** 38. The test whether rule 3 under Article 35 applies to an appointment of limited tenure is whether the officer holding the appointment would or would not revert to Military duty at the end of the period to which the tenure is limited.

(G. I., F. D., 3639-P., dated 6th September 1892. Dy. G. I. 187.)

39. Substantive *pro tempore* service in a tenure appointment followed without interruption by confirmation is included in the term of tenure.

The above rule was laid down by the Government of India in the case of an incumbent of the Sanitary Commissionership of Bengal, the tenure of whose appointment was held to have commenced from the date on which he was appointed sub. *pro tem*.

(G. I., H. D., 159, dated 12th June 1895. Dy. G. I. 13)

40. If an officer in temporary Civil employ is appointed to one of the tenure appointments he is not debarred from coming under the Civil rules by reason of his being substantively appointed to it (Civil Service Regulations 35, note 3) and counts the period of his service in such appointment as officiating service for the purposes of note 2 to Article 35, Civil Service Regulations.

(G. I., F. D., 3151-P., dated 11th June 1902. Dy. G. I. 94.)

**Gazetted Officer.**

- C. S. R. 36.** 41. The term "gazetted officer" is generally held to apply to an officer whose appointment is gazetted by Government and not by the Head of the department. The broad line of demarkation between gazetted and non-gazetted officers should be that which separates the Provincial from the Subordinate Service; and all officers belonging to the Provincial Service should be held to be gazetted officers within the meaning of the Civil Service Regulations, whilst members of the Subordinate Service should not come within the category even if the appointments are published in the Gazette. Accordingly, all appointments which it is decided to include in the Provincial Service should be gazetted by the Local Government and the officers holding such appointments should be held to be gazetted officers within the meaning of the Civil Service Regulations, while those in the Subordinate Service shall if gazetted at all, be gazetted by the Heads of departments, who have the power to make appointments under orders of the Local Government. In provinces where the powers delegated to Heads of departments elsewhere in respect of the latter class of appointments are exercised by the Head of the Administration himself, appointments of officers in the Subordinate Service shall, if gazetted, be notified in that part of the gazette in which notifications by Heads of departments appear. It should be understood that the notifications investing officers with powers under different Acts in order that the Courts may take judicial cognizance of them do not constitute the persons invested with such powers "gazetted officers" within the meaning of the Civil Service Regulations.

(G. I., F. D., 5218-P., dated 12th December 1898.)

Officers of the class of Sub-Engineer in the Public Works Department **C. S. R. 36.** are gazetted officers and their promotion and transfer, etc., should accordingly be notified by Local Governments and Administrations in Part I of their gazettes. This order does not however apply to military Sub-Engineers serving in the Department, nor does it affect the present rules in regard to the grant of the titles of Honorary Assistant Engineer to selected officers of the Sub-Engineer class.

(G. I., P. W. D. circular 13-P. W. D., 19th July 1910. Dy. <sup>L. G.</sup><sub>1330</sub>. E. B.)

### Pay and Salary.

*"Salary."*

*Deputation allowance is not 'salary.'*

42. Deputation allowances, save in the case of special orders to the contrary, do not count for leave allowances; deputation allowances also do not come within the definition of "Salary" and consequently exchange compensation allowance is not admissible in respect of them. If in any case deputation allowances have been specially permitted to count as salary for calculating leave allowances, they may also count for exchange compensation allowance. **C. S. R. 36.**

(G. I., F. D., 2743-P., dated 31st May 1894. Burma.)

*Allowances to menials treated as contingent expenditure.*

43. Allowances paid to menials for supplying drinking water or for dusting offices are treated as contingent charges and do not count for leave allowances or pension.

(G. I., F. D., 5731-Ex., dated 13th November 1909. Dy. G. I. 179. E. B.)

*Settlement allowance of Indian Civil Service Officers.*

44. Exchange compensation allowance is admissible, in the same way as on salary, on the settlement allowances payable under the rules of the Settlement Department.

(G. I., F. D., 1179-Ex., dated 16th March 1896 Dy. G. I. 488.)

### Pay of an appointment.

45. There are two definitions of the term "pay of appointment" given **C. S. R. 39.** in the Civil Service Regulations, viz., a general definition in Article 39 and a special one in Article 141. The special definition must be treated as an exception to the general definition only for the purpose of calculating acting allowance under articles 141 and 144 and for no other purpose, and if it is necessary to apply the provision of Article 96 the general term "pay of appointment" must be used.

(G. I., F. D., 1821, dated 8th July 1886, 988, dated 25th February 1887 and 3665. dated 22nd October 1885.)

### Pay of an Officer.

*Sub. pro tem. pay is the pay of the officer.*

- C. S. R. 38.** 46. The 'pay' of an officer who holds a substantive as well as a sub. *pro tem.* post is the pay of his sub. *pro tem.* appointment.

(A. G.'s decision, dated 2nd March 1911, filed in Ble. G. A. 279 of 1909-10.)

*Difference between Consolidated pay and Military pay may be drawn*

- C. S. R. 40.** 47. When a Military Officer holds a Civil appointment on a consolidated pay which is less than his military pay, including military horse allowance, he may be allowed to draw the difference between them from the department from which he receives his consolidated pay.

(G. I., F. D., 1771 dated 2nd December 1881. Dy. G. I. 500.)

*Reduced pay in cases of misconduct.*

48. A scale of "reduced pay" has been introduced for all grades of
- |           |     |   |
|-----------|-----|---|
|           | R   | Assistant Surgeons as noted in the margin,        |
| 3rd grade | 50  | which is applicable as a penalty to any Assistant |
| 2nd "     | 100 | Surgeon who may be guilty of misconduct           |
| 1st "     | 150 | deserving of such punishment.                     |

(G. I., F. D., 2039, dated 11th December 1884, and G. I., H. D., 591, dated 21st September 1891, read with G. B. 2248, dated 5th October 1891. Dy. G. B. 2365.)

### Public conveyance.

- C. S. R. 44.** 49. Carts, cabs and horses are not regarded as public conveyances for the purposes of the travelling allowance rules.

(G. I., F. D., 250-S. R., dated 21st January 1898. G. I. 107. E.B.)

### Rule of Proportions.

*Leave allowances of Honorary Commissioned Officers and Senior Assistant Surgeons.*

- C. S. R. 45.** 50. In the case of Honorary Commissioned Officers and Senior Assistant Surgeons, etc., electing or coming under the rules published in the special India Army Circular, dated 8th November 1889, the calculation should be made on the officer's whole pensionable service, and such proportion of their leave allowances under Articles 45 and 900 of the Civil Service Regulations should be charged against the Foreign State, as their service under that State bears to the whole pensionable service. The salaries drawn during the periods of service under the British Government and the Foreign State should not be taken into account.

(G. I., F. D.,  $\frac{P}{107}$ , dated 15th January 1895. Dy. G. I. 307.)

**Source from which Absentee Allowance is payable.***Railway Police Officers.*

51. The Rule of Proportion as defined in Article 45, C. S. R., should be applied in calculating the share of furlough allowance chargeable to a Railway Company under Financial Department Resolution No. 2018, dated 19th May 1892, on account of Police Officers who are absent on furlough to which they are entitled by virtue of their service rendered partly to the Railway Company and partly to Government. **C. S. R. 45 and 900.**

(G. I., F. D., No. 4377-P., dated 26th October 1892. Dy. G. I. 241.)

*Military Assistant Surgeons lent to Railway.*

52. It has been decided that Railway Companies shall not be liable for pension contribution of Military Assistant Surgeons lent under orders. They will be required to pay full salaries and to contribute towards their leave allowances according to the Rule of Proportion (Article 45, C. S. R.).

(G. I., F. D., No. 1253-P., dated 16th March 1898. Dy. G. I. 437.)





## PART II.—RULES REGARDING PAY AND ALLOWANCES.

### Chapter III.—General Rules for regulating Allowances.

#### Conditions of Age and Health.

##### *Medical Certificates.*

53. Candidates for employment in the Accounts Department or in *this* office, and officers and clerks of this Department applying for leave, or for permission to retire from the service on account of ill-health, should be examined by the Professor of Materia Medica, Medical College.

(B. G. Resolution 298-T.—M., dated 4th September 1895. Dy. G. B. 2644.)

##### *Health Certificates of probationers in the Registration Department.*

54. No fresh health certificate is required in the case of a probationer in the Registration Department at the time of his confirmation, if one is submitted at the time of appointment as probationer. **C. S. R. 49.**

(*Vide* A. A. G.'s decision, dated 8th September 1911, filed in Ble. G. A.-345 of 1911-12.)

##### *Delegation of powers under Article 50, Civil Service Regulations.*

55. The Government of Bengal have directed that the power exercised by the Local Government under Article 50, Civil Service Regulations, shall be exercised by all officers having authority to make the appointment in question, provided that the power is used in exceptional cases only, and when the officer concerned is satisfied that the observance of the usual rule would give rise to unnecessary hardship or inconvenience, and that it can be waived without undue risk or harm to the interests of Government. **C. S. R. 50.**

(*Vide* B. G. Res. 1201-T. E., dated 25th September 1909, with <sup>925 F.</sup><sub>Dy. G. B. 5995</sub>, dated 21st February 1911 and B. G. F. D., Res. 507 T. F., dated 22nd May 1913, with Cir. 7. T. F., dated 22nd May 1913. Dy. G. B. 1637.)

##### *Inferior Service defined.*

56. The term "Inferior Service" as used in paragraph 2 of Article 50, Civil Service Regulations, should be understood in a comprehensive sense exempting all members of menial establishments from the production of a medical certificate on their appointment to a pensionable post in superior service whether their inferior service was qualifying or not. **C. S. R. 50.**

(G. I., F. D., 3070-P., dated 28th May 1903. Dy. G. 99.)

14 GENERAL RULES FOR REGULATING ALLOWANCES. [ CHAP. III.

*Promotion from non-qualifying Local Fund service to Government service (both superior).*

57. The production of a medical certificate is necessary in the case of an officer promoted from non-qualifying superior service paid from a Local Fund to a post in superior Government service.

(G. I., F. D., 4757-P., dated 6th August 1903. Dy. G. I. 203.)

*Age limit applies to Superior service only.*

C. S. R. 51. 58. The age rule for admission into Government service laid down in this Article applies only to superior service.

(G. I., F. D., 7170-P., dated 29th November 1907. Dy. G. I. 493.)

*Government sanction when required.*

59. Sanction of the Local Government is necessary for admission into the Government service, after the age of 25 years of officers whose appointments are made by Government direct.

(Chief Secy's. reply, dated 7th September 1910 to G. A. 113 U. O., dated 1st August 1910. E. B.)

*Education Department.*

60. No person should be appointed to the Education Department under the Government of Bengal who is more than 25 years of age, unless he is found to be in point of efficiency, manifestly superior to other candidates. This fact is to be specially certified by the appointing authority in each case.

(B. G. 118-T., dated 15th May 1879, with D. P. I. 5016, dated 14th August 1879. Dy. D. I. 121.)

**Date of reckoning Allowances.**

*Promotion takes effect from the date of the order.*

C. S. R. 52. 61. Promotion should take effect from the date of the order, unless otherwise directed.

(B. G. 992-A. D., dated 27th October 1882. Dy. G. B. 3182.)

*Charge transferred exactly at noon.*

62. When the transfer of charge of an officer is effected exactly at noon, charge should be held to have taken place in the "Forenoon."

(A. G.'s decision, dated 30th January 1912.)

*Substantive promotion when officer succeeded is in transit.*

63. In the case of permanent appointments, substantive promotion may be given from the date on which each officer in the chain of appointment assumes

charge of his office, irrespective of the fact that the officer whom he succeeds may be in transit at the time.

(G. I., F. D., 2041-P., dated 13th May 1893. Dy. G. I. 54.)

*Medical practitioners temporarily engaged for plague duty and the like.*

64. All classes of medical men who are engaged or re-engaged temporarily for service under Government, whether on plague, famine, cholera or any other duty, may be allowed pay and allowances from the date on which they leave the station at which they were residing when engaged or re-engaged instead of from the date of taking over charge of their duties as required by Article 52 (a) of the Civil Service Regulations, provided such officers previous to engagement or re-engagement depended on private practice for the greater part of their income and reach their places of employment within a reasonable time.

(G. I., F. D., P.-6005, dated 4th December 1900. Dy. G. I. 322.)

*Enrolled List.*

65. The pay of probationers on the enrolled list of the Financial Department who may be appointed from England commences from the date of their arrival in India.

(S. S.'s Finl. 181, dated 18th October 1900, with G. I., F. D., 2534-P., dated 12th May 1902.)

*Military Officer relieved of a Staff appointment paid up to date of relief.*

66. It is the practice in the Military Department based on Article 63, Army Regulations, India, Vol. I, Part I, to allow an officer who may be relieved of the duties of a Staff appointment, the emoluments of such appointment up to and for the date of relief, irrespective of whether the relief took place in the forenoon or in the afternoon.

(C. M. A.'s 1927, dated 22nd July 1904. Dy. M. D. 174.)

*Promotion of Sub-Deputy Collectors.*

67. Promotion of Sub-Deputy Collectors to Deputy Magistrateships should take effect from the date of order unless otherwise directed.

(L. G., on, U. O. Ref., dated 18th June 1909, Sectt. U. O. Ref. 701 A. E. B.)

*Stipendiary students of the Imperial Forest College.*

68. A stipendiary student of the Imperial Forest College, Dehra Dun, who is entitled to be appointed to the Forest Service on passing through the Final College Course may be allowed to draw the pay of the grade to which he is appointed from the date following that on which the final qualifying examination was passed by him.

(L. G. 540--11 F., dated 26th September 1911. Dy. L. G. 45 T. E. B.)

16 GENERAL RULES FOR REGULATING ALLOWANCES. [CHAP. III.]

*Reasons to be recorded.*

- C. S. R. 53.** 69. Articles 53 and 997 of the Civil Service Regulations do not impose on the Local Government any obligation for communicating the grounds of the order to the Audit Officer, but a statement of the reasons should appear in the proceedings of the Local Government.

(G. I., F. D., <sup>4509</sup> dated 29th October 1896. Dy. G. I. 264.)

*Reason to be of public nature.*

70. It is the intention of the rule contained in this Article that the reasons for allowing transfer of charge elsewhere than at head-quarters should be of a public nature.

(D. O. from the G. I., F. D., dated 11th March 1902. Madras.)

**Leaving Jurisdiction.**

*Subsistence allowance cannot be sanctioned to Police Inspectors escorting criminals by the Local Government.*

71. The Local Government is not competent to sanction subsistence allowance for any period of their stay at their destination or on boardship to Inspectors of Police who are sent abroad to escort arrested criminals to India.

(G. I., F. D., 4858-P., dated 2nd September 1905. G. I. 257.)

*Giving evidence on appearing at Departmental examinations.*

- C. S. R. 56.** 72. Journeys beyond jurisdiction to give evidence in a court or to attend Departmental examinations do not require special sanction under Article 56.

(E. B. and Assam Companion to C. S. R.)

*Powers of Local Governments.*

73. Under Article 57, Civil Service Regulations, the Local Government can accord a general sanction allowing an officer to proceed to a station beyond his jurisdiction in cases where his duty requires him to proceed to that station frequently, the controlling officer's signature of his travelling allowance bill, being taken to be proof of his journeys to the place being necessitated by official requirements.

[G. I., F. D., 6553-C. S. R., dated 16th December 1910. Dy. G. T. 422.]

*Officers specially treated.*

- C. S. R. 57.** 74. A list of officers who have been given general authority to proceed beyond jurisdiction on certain specified duties, is given in Appendix 2.

The Fibre Expert, the Economic Botanist and the Agricultural Chemist will, as before, be stationed at Dacca and for the present continue to work for Assam, as they did before the redistribution of territories.

(B. G. Rev. Dept., dated 2nd April 1912, with 2308, dated 26th March 1913. Dy. S. D. 1588.)

CHAP. III.] **GENERAL RULES FOR REGULATING ALLOWANCES.** 17

*Acting appointments vice Officers under training.*

75. The Local Governments have been authorised to allow, at their discretion acting appointments to be made in the place of officers ordered or permitted, to undergo a course of training in school, college or other institution. **C. S. R. 57 (2).**

(G. I., F. D., 3328-F. O. & A., dated 30th June 1910. Dy. G. I. 164.)

*Commissioners can allow subordinates to proceed to any part of the Province.*

76. Commissioners of Divisions are authorised to allow their subordinates to proceed on duty to any part of the territories of the Local Government to which they are subordinate. **C. S. R. 57 & 58.**

(F. D. Cir. 11-F., dated 20th March 1906. Dy. G. B. 771.)

*Tour programme.*

77. For the purposes of Article 59, the Gazette notification notifying the tour programme of the Governor is sufficient and should be quoted in the Audit Register. **C. S. R. 59.**

(Vide A. G.'s order, dated 31st July 1907 on Audit Memo. T.G. A. O. 103, dated 28th May 1907. E. B.)

**Promotion during Leave.**

*Furlough allowance of a Civil Veterinary Officer increased on the completion of a period of service.*

78. If during the currency of furlough a civil veterinary officer completes one of the periods of service required to entitle him to an increased rate of salary his furlough allowances will be proportionately increased at once. This will not apply to officers recruited under the new rules. **C. S. R. 60.**

(G. I., F. D., 283-P., dated 12th January 1896. Burma.)

*Promotions involving change of duties.*

79. The word "Which" in line 4 of Article 69 refer to "promotions" as well as to "increase of pay or acting allowance."

(A. G.'s order, dated 22nd July 1910, in the case of Inspector L. M. Guha, filed with G. A.-1092, dated August 1910.)

*No officiating or sub. pro tem promotions to be given during long leave.*

80. As under Article 90 the status of a sub. pro tem. officer is that of an acting officer and under Article 211 (a) an officer on long leave has no lien on acting appointments, no officiating or sub. pro tem. promotion should be given to an officer on long leave. When he returns from long leave, he can be given his proper place in the list.

(G. I., R. D. Cir. 23F-851-1, dated 4th September 1906. C. P.)

18 GENERAL RULES FOR REGULATING ALLOWANCES. [CHAP. II.]

Personal and Local Allowances.

*Authority competent to sanction retention.*

- C. S. R. 61. 81. The words "unless in any case it is specially ordered otherwise" have reference to the authority who sanctioned the personal allowance in the first instance, and who alone has power to sanction its retention in full when the salary of the recipient is increased.

(G. I., F.D., 4847-P., dated 30th August 1905. C. P.)

*Sub-Divisional Stations regarded as Civil Stations.*

- C. S. R. 62 (2). 82. Any Medical Officer in medical charge of a sub-divisional station who is required to proceed beyond the limits of his charge in order to appear as a witness in any Judicial proceedings shall, in addition to the salary of his office, continue to draw the local allowances attached thereto, without prejudice to the claim of his *locum tenens* to draw these allowances. For the purposes of Article 62 (2) of the Civil Service Regulations sub-divisional stations are to be regarded as Civil stations.

(B. G. 488-T. M., dated 16th May 1902. Dy. G. B. 899.)

*Indian Medical Service Officers proceeding to Kasauli for training.*

83. Officers of the Indian Medical Service who volunteer for short course of training in Clinical Bacteriology and Technique at the Central Research Institute at Kasauli, will continue to draw during the period of their stay at Kasauli, the local allowances drawn by them immediately before their deputation, without prejudice to the claims of officers acting for them, who, under Article 32 (b) of the Civil Service Regulations, are ordinarily entitled to the local allowances attaching to the appointments in which they are acting. The latter are also entitled to the allowances which should be admissible to them if the officers for whom they act were absentees within the meaning of article 6.

(G. I., F. D., 1252-Ex, dated 16th March 1910. Dy. G I 319. E. B.)

NOTE.—This ruling does not apply to officers drawing allowance from Local Funds who should not be allowed to go to Kasauli for bacteriological training unless they are prepared to forego those allowances, or unless the Local Fund authorities agree to pay the allowances both to the officers permitted to go to Kasauli and to the officers appointed to act for them.

(G. I., H. D., 1703-1712, dated 19th September 1910, with F. D. 5162-Ex., dated 30th September 1910. Dy. G. I. 179. E. B.)

*Medical Subordinate attending a professional examination.*

84. When a medical subordinate is absent from his appointment for attending a professional examination, the local allowances attached to the post are paid to him and not to his *locum tenens*, the permanent incumbent being held not to be an absentee within the meaning of Article 62.

(L. G. 5283-G, dated 6th August 1910. Dy. L. G. 1264. E. B.)

*Local allowances to temporary employees in the P. W. D.*

85. Local allowances which are ordinarily admissible to members of the permanent establishment of the Public Works Department may be granted either in whole or in part to temporary employees under sanction of proper authority and subject to any restrictions which the sanctioning authority may decide to impose.

(G. I., P. W. D., 1436—1449 E., dated 5th December 1912, with F. D., 970 E. B., dated 20th December 1912. Dy. G. I. 214. E. B.)

**Salary of Native of India.**

*Allowances when "acting."*

86. Article 63 of the Civil Service Regulations applies to the allowances **C. S. R. 63.** to be drawn by a native of India, temporarily acting in, or in charge of, an appointment actually or usually filled by a member of the Indian Civil Service, or of the Staff Corps, or by nomination in England or otherwise with the specific approval of the Secretary of State. The salary of a native of India when holding such an appointment temporarily should be his substantive pay, *plus* acting or charge allowance calculated on 64 per cent. of the pay which a European officer would receive, according as the appointment is held by a Civil Servant or other officer.

(G. I., F. D., 3092-P., dated 19th July 1893. C. P.)

**NOTE.**—If the appointment is not one usually filled by a member of the Indian Civil Service the proportion of salary admissible to a native of India should be 66½ per cent. and not 64 per cent.

(G. I., F. D., 3972 P., dated 7th August 1894. C. P.)

*Charge allowances admissible in full.*

87. The charge allowance of R100 prescribed in Article 161, Civil Service Regulations, is not subject to the rule in Article 63 of the Regulations, but is admissible in full to a native of India holding charge of an appointment reserved for members of the Indian Civil Service.

(G. I., F. D., 3092, dated 19th July 1893. Dy. G. I. 121, and G. I., F. D., 3972-P., dated the 7th August 1894. Dy. G. I. 165.)

*Minimum acting allowance not subject to reduction.*

88. The minimum acting allowance of R200 a month admissible under Article 105 (ii), and note (3) thereunder to members of the Provincial Service officiating in "listed" posts is not subject to reduction under this article.

(G. I., F. D., 651, dated 11th September 1897. Burma.)

*Indian Medical Services.*

89. Members of the Indian Medical Service are not to be considered as Members of the Staff Corps for the purpose of Article 63, Civil Service Regulations.

(Cont., Mily. Accts., S. O. 3173-L., dated 5th November 1908. M. D. 346.)



### Advances and their Recovery.

*Officer spending balance of furlough in India not entitled to advance.*

- C. S. R. 64.** 90. An officer on furlough out of India, who returns to India to spend the balance of his furlough, is not entitled to an advance of pay.

(G. I., F. D., 1499-P., dated 24th March 1894. Dy. D. I. 405.)

*Recovery of advances of salary from an officer going on leave.*

- C. S. R. 64 (c).** 91. Ordinarily the amount to be recovered monthly in adjustment of advances of salary should not be affected by the fact of an officer going on leave, but it is open to the Local Government to order a reduction in the instalment of recovery in any case in which it deems it right to do so.

(G. I., F. D., 5301-A., dated 11th December 1897. Dy. G. I. 315.)

*Rate of exchange for payment of salaries fixed in sterling and repayment of advances.*

- C. S. R. 66.** 92. Salaries fixed in sterling are payable at the official rate of exchange of the year in which they are due, but in paying in one year such salaries which are due for a portion of the following year, the official rate of exchange in force, when the salary drawn first became payable, should be applied.

In paying in one year an advance of furlough allowance fixed in sterling, which is due for a portion of the following year, the official rate of exchange in force, when the advance is actually drawn, should be applied as the rate at which repayment is to be made.

(G. I., F. D., 3636-A., dated 18th August 1897. C. I. T.)

### Transfer on Duty.

*Last-Pay Certificate of non-gazetted officers*

- C. S. R. 67.** 93. Last-pay certificates of non-gazetted officers transferred from one Province or Circle of Audit to another, need not be countersigned by the Accountant General of the Circle of Audit from which the transfer is made.

(C. G.'s 1369, dated 30th September 1901. Dy. C. G. 364.)

94. The first paragraph of the last-pay certificate prescribed by Article 67, Civil Service Regulations, can be filled in by the Treasury Officer in the case of gazetted officers, because he keeps a register of gazetted officers' salaries under Article 309, rule 3, Civil Account Code. But in the case of a non-gazetted officer to whom the privilege of drawing bills has been entrusted, the Treasury Officer has no such source of information, and the first paragraph of the last-pay certificate must therefore be signed by the relieving officer who has access to the acquittance rolls and other office records, in which it is to be presumed the required particulars are recorded. The Treasury Officer will sign only the last paragraph,—that relating to recoveries.

(L. G.'s memo. 4, dated 17th February 1899. Madras.)

**95.** In case of non-gazetted officers whose bills are paid on the countersignature of the head of the office, Treasury officers need not furnish last-pay certificates, nor need the Accountant General countersign them.

(C. G.'s 1581, dated 24th October 1903. C. P.)

*Consent of Employer necessary for transfer of service.*

**96.** It is the duty of a Government Officer, who wishes to transfer his services to a different Government office or department, to obtain the consent of the authority which appoints to his existing post before taking up the new appointment. If he takes up the new appointment without such consent, he commits a breach of discipline and is liable to be punished, in the last resource by dismissal from his former post and consequent loss of pensionable service. Resignation of his former appointment will not, it should be noted, protect him from this penalty.

In granting or withholding consent to the acceptance by a subordinate of other Government employment, the Head of an office or department, must consider whether the transfer will be consistent with the interest of the public service. Permission should not be refused, however, without strong reason, which should be recorded in writing.

The Head of an office or department shall not employ, either temporarily or permanently, an officer whom he knows or has reason to believe to belong to another establishment without the previous consent of the Head of the office or department in which he is employed. In the rare case in which, for reasons which appear satisfactory to the new employer, an officer cannot obtain the required consent before taking up the new appointment, the employment may be made conditional on consent being obtained at the earliest opportunity.

The foregoing instructions apply equally to officers on leave whether with or without allowances. All leave allowances must *ipso facto* cease on the taking up of new employment, other than work of a purely casual nature.

(G. I., F. D., 3205-P., dated 27th June 1910. Dy. G. I. 256.)

#### **Pay of officers and student under training.**

*Board authorized to depute distillery staff to Madras.*

**97.** The Board of Revenue may sanction the periodical deputation to Madras for training of selected officers from the Distillery Staff whose services can be spared.

**C. S. R.  
68 A.**

(L. G. 3543-F., dated 22nd April 1908 to Board. Dy. L. G. 243. E. B.)

**NOTE.**—It may be held that there is no objection to the above proposal provided no men are entertained in place of the absentees.

(L. G.'s order, dated 15th August 1908. E. B.)

*Training in type-writing.*

**98.** Clerks deputed for training in type-writing are entitled to full pay during the period of their deputation provided that no substitutes are taken in their places.

(G. I., F. D., 202-F. O. & A., dated 13th January 1910. Dy. G. I. 246. E. B.)

*Powers delegated to Director of Public Instruction.*

C. S. B.  
68 A.  
Item 23.

99. The power under this article excepting the grant of an allowance in addition to the salary of an officer deputed for training outside the limits of the province in which he is serving, is delegated to the Director of Public Instruction.

(B. G., F. D., 3987-F.—4022, dated 20th November 1911. Dy. G. B. 5476 and G. I., F. D., 5824-F., dated 24th November 1909. Dy. G. I. 430.)

*Training of teachers, etc.*

100. The following rules were prescribed by the late E. B. and Assam Government for the training of teachers in Government schools and of the subordinate inspecting staff—

- (1) Full pay may be given under Article 68 A., Civil Service Regulation but in no case as a matter of right to a teacher or inspecting officer in Government employ deputed to a training institution.
- (2) The pay of the *locum tenens* will be regulated by the ordinary rule of the Civil Service Regulations regarding acting arrangements.

(L. G. Notn., dated 11th August 1911, with L. G. Edn. Dept. 26 E., dated 8th January 1912. Dy. L. G. 3929. E. B.)

## Chapter IV.—Additions to Salary and Deputations.

*House-rent allowances.*

C. S. B. 69. 101. Local Governments are competent to sanction house-rent allowances to officers serving under them, subject to the provision of rules 4(3) (a), (5) and (8) of Article 283 of the Civil Account Code.

(G. I., F. D., 3747-Ex., dated 25th August 1898. Dy. G. I. 53. E. B.)

*Free quarters.*

102. G. I., F. D., 3747-Ex., dated 25th August 1898, quoted above does not apply to the grant of free quarters. Under Article 919(v) of the Public Works Department Code, Volume I, a Local Government has power to grant rent-free quarters only to officers whose salary does not exceed ₹50 per mensem except in respect of certain Police Officers whose case falls under Article 919(v) of the Public Works Department Code.

(G. I., F. D., 2022-Ex., dated 19th May 1908. Dy. G. I. 61; and 5557-Ex., dated 30th September 1908. Dy. G. I. 223 E. B.)

*When temporary appointments or deputation on salary exceeding ₹50,000 a year requires Secretary of State's sanction.*

103. Any temporary appointment or deputation on a salary exceeding ₹50,000 a year should be submitted for the previous sanction of the Secretary

of State in Council unless the officer to be appointed or deputed has a lien on an appointment carrying a salary of equal or higher value fixed by Statute.

(S. of S.'s Despatch 128 (Financial), dated 9th November 1906, with G. I., F. D., 6807-Ex., dated 18th December 1906. Dy. G. I. 479.)

*Overtime fees are recurring payments.*

104. Allowances for overtime work are recurring payments and fall within C. S. R. 70. the scope of article 70. No overtime allowance can therefore be granted to an officer whose salary, including such allowance, would exceed Rs. 5,000 a year without the sanction of the Secretary of State.

(G. I., F. D., No. 167-Ex., dated 12th January 1899. Madras.)

*Additions made from Court of Wards revenue.*

105. Sanction of the Secretary of State is not required when additions to salary are made from the Court of Wards revenue. C. S. R. 70 and 72.

(G. I. U. O. reference R. and A. T. 159, dated 17th December 1906. E. B.)

*Secretary of State's sanction required to entire scheme.*

106. When any portion of a single scheme of revision requires the sanction of the Secretary of State under the ordinary financial rules the whole scheme requires such sanction. C. S. R. 70.

(G. I., F. D., 67-D., dated 28th February 1907 to S. of S., with G. I., F. D., 4177-Ex., dated 14th July 1907. Dy. S. A.—P. A. 216. E. B.)

*Sanction for raising pay of appointment not exceeding Rs. 500 changing designation of or making a non-gazetted appointment a gazetted one.*

107. Except in cases falling under Article 70 (1), the raising of the pay of an existing appointment on pay not exceeding Rs. 500 or a change in the designation or the proposal to make a non-gazetted appointment a gazetted one does not require the sanction of the Secretary of State, provided the limit of Rs. 750 a month is not exceeded.

(D. O. from G. I. F. D., 1629, dated 2nd August 1907 in connection with the appointment of the Personal Assistant to the I. G. C. II. E. B.)

**Additions to Salary.**

*Grant of allowance to Assistant Engineer appointed to act as a Professor.*

108. When an allowance of Rs. 100 per month in addition to grade pay is sanctioned by the Government of India to an Assistant Engineer who is appointed to act as a Professor in the Civil Engineering College, Sibpur, it would be sufficient if the arrangement is reported to the Secretary of State for his information without particular sanction being necessarily asked for. C. S. R. 71

(S. of S.'s 90-Public, dated 17th June 1904, with G. I., F. D., 4443-Ex., dated 12th July 1904. Dy. G. I. 163.)

*Local allowances for European Gardeners.*

- C. S. R. 71.** 109. The Government of India and the Local Governments have respectively been authorized to sanction local allowances to European Gardeners up to a limit of R100 and R50, respectively, notwithstanding the fact that the total emoluments of each post would exceed R5,000 per annum.

(S. of S.'s Desp. 63 Rev., dated 6th May 1904, with G. I., F. D., 3802-Ex., dated 18th June 1904. Dy. G. I. 127.)

*Rewards for meritorious work but not outside ordinary duties.*

- Art 71 (a) C. S. R.** 110. "If in any case it is considered necessary as an exception to the rule in Civil Service Regulations Article 71 (a), to grant extra remuneration to an officer for specially meritorious work not falling outside the ordinary course of his duties, the amount so granted should not, without the special sanction of the Secretary of State for India in Council, exceed three months' pay of the officer, nor should it raise his salary for the year in which it is granted above R9,000.

The Government of India are authorised to delegate to Local Governments so much of the powers of sanction hereby given to them as they may consider suitable.

(S. of S.'s Desp. 114 (Finl), dated 23rd September 1910, with G. I., F. D., 5404-Ex., dated 14th October 1910. Dy. G. I. 316.)

*Allowance from Local Fund sanctioned in exceptional or casual cases.*

- C. S. R. 71 (b).** 111. The grant, of any allowance or increase of salary, however small, to a Government officer, from a Local Fund, whether the effect of it would be to raise his emoluments to more than R250 a month or not, is opposed to the rule contained in Article 71 (a) of the Civil Service Regulations; for, usually, it is objectionable to give Government officials, either additional allowance from foreign sources, or work which requires payment of such allowances. Such a course is justifiable only in exceptional and casual cases; and in such cases the Local Government can sanction an allowance, subject to a total limit of emoluments of R250 a month. When an officer's work is regularly shared by Government and a Local body, there is no objection to both parties contributing towards his salary; but it is undesirable that an officer, who is fully paid by Government, should be allowed to add to that pay by receiving recurring allowances from a local body.

(G. I., F. D., 4948-Ex., dated 6th October 1900. Dy. G. I. 255.)

Note—The grant to Government gardeners of additional remuneration for work performed for Municipal or local bodies is governed by the principle laid down in the orders G. I., F. D., letter No. 4948 Ex., dated 6th October 1900.

(G. I. R. A. 3520—46—12, dated 25th September 1901. C. P.)

*Payment of extra allowances from Wards' Estates.*

- 112. The principle that Wards Estates are under certain conditions entitled to the gratuitous advice and services of the officers of the Public Works and

other Departments, applies *a fortiori* to Collectors or Deputy Commissioners and their establishments. But the Local Government may sanction a departure from this principle in exceptional and casual cases and authorize the payment of extra allowances from the funds of the estates, so long as the total emoluments do not exceed R250 per mensem.

(G. I., F. D., 5056-Ex., dated 29th November 1897. C. P.)

113. The payment of a large and exceptional remuneration from the funds of a Ward's estate to an officer retired from service requires the sanction of the Government of India.

(G. I., F. D., 1190-L. R., dated 14th June 1900, with G. I., F. D., 1628-P., dated 18th July 1900. Madras.)

*Fees earned as directors of certain light railways may be retained.*

114. Government servants are specially permitted to retain the fees earned by them as directors of the undermentioned light railways :— C. S. R. 71(c).

Howrah-Amta.  
Howrah-Sheakhala.  
Barasat-Basirhat.

(G. I., F. D., 1947 Ex., dated 31st August 1906. G. I. 293.)

*Honoraria is neither salary nor counts towards pension.*

115. A bonus or honorarium for work done out of office hours should not be recorded as salary, nor will it reckon towards pension. C. S. R. 72.

(G. I., F. D., 2941, dated 16th September 1878. Diary 15638.)

*Certificate.*

116. When a honorarium is granted to an officer under Article 72, the Head of his department should furnish a certificate to the Audit Office to the effect that the work is special and outside the ordinary course of the officer's duties, and that it does not interfere with the discharge of those duties.

(A. G.'s Order on L. G. Judl. Dept 3219-J, dated 23th July 1907. Dy. S. A. P. A. 257 E. B.)

*Certificate not required in the case of Heads of departments.*

117. The certificate referred to in this article is not required in the case of Heads of departments when applying for honoraria for themselves. C. S. R. 72(a) and 74.

(A.G.'s Order, dated 9th September 1902. Madras.)

*Language rewards.*

118. Rewards which take the form of monthly allowances, granted to officers serving in particular localities on account of their proficiency in the languages spoken in those localities, are included in the term "salary" and the power, C. S. R. 72.

of the Government of India to grant them are determined by the limits within which they have been empowered to sanction additions to salaries. But rewards which are given in one payment may be granted by the Government of India without reference to the Secretary of State.

(S. of S.'s 166-Public, dated 31st July 1908, with G. I., F. D., 5018-Ex., dated 29th August 1908. Dy. G. I. 299.)

*Fees for executing commissions issued by courts.*

119. No Government servant should be permitted to accept fees for executing commissions issued by courts, excepting in a case in which an officer is required to use privately-acquired skill or knowledge which has no connection with his official work, and in which the commission was accepted with the consent of his official superior and executed without detriment to or delay in his official duties. Even in cases in which an officer is required to use knowledge which is connected with his official work and has perhaps in great measure been acquired in the discharge of official duties, provided the consent of his official superior has been obtained, and the additional duty does not in any way interfere with his regular work, the Government of India see no objection to his retaining, where this has been customary, the remuneration which, if not a Government servant, he would receive for his trouble. Cases of this sort, however, will obviously sometimes approximate to those in which an officer is called on to execute a commission in his capacity as a Government servant, and in such cases discrimination will have to be exercised in permitting fees to be retained. In doubtful cases Local Governments have power to decide whether fees should be credited to Government or not.

(G. I., F. D., 3926-Ex., dated 14th September 1896. Dy. G. I. 209.)

*Fees to Educational Officers.*

C. S. R.  
72 (b)  
note.

120. The Government of India have ordered that, although the note to Article 72 (b), Civil Service Regulations, must be held to apply when an Educational Officer is selected for an examinership with reference to the appointment which he holds under Government, it need not be applied to an officer who is selected on purely personal grounds, irrespective of his position under Government though these grounds may bring about his appointment in successive years.

(G. I., H. D., Res. 487-499, dated 4th July 1906, with G. I., F. D., 3939-Ex., dated 13th July 1906. Dy. G. I. 193.)

*Rewards for apprehension of offenders and for intelligence.*

C. S. R.  
73.

121. When a reward has been actually offered by a competent authority for the apprehension of offenders and for intelligence leading up to the discovery of crime before the offender is apprehended or the intelligence is furnished, the case comes under Article 73, Civil Service Regulations, no matter whether such offer is made by proclamation or not and no special sanction is required to enable an officer of Government to accept the reward in such cases.

(G. I., H. D., 1392, dated 31st October 1911, with G. I., F. D., 6958-R. B., dated 17th November 1911. Dy. G. I. 269 E. B.)

*University Fees.*

122. Fees paid by the Calcutta University to Government Officers for conducting examinations are passed on the authority of the general sanction conveyed in the G. I., H. D., 354, dated 30th October 1890.

C. S. R.  
74.

(C. G.'s A-98, dated 27th February 1900. Dy. C. G. 385.)

*Fees to High Court Judges.*

123. The Secretary of State has ruled that High Court Judges should not undertake, for remuneration, work in addition to their duties as Judges, e.g., fees for conducting University Examinations.

(S. of S. 180-Pub, dated 18th July 1913, with G. I., F. D., 962-E. B., dated 6th August 1913. G. I. 284.)

*Acceptance of private tuition by Educational Officers.*

124. The Government of India have ordered that Educational Officers may accept private tuition subject to the provisions of Article 74, Civil Service Regulations, the provisions of Clause (c) of that Article being interpreted as admitting of the sums therein mentioned being sanctioned by the Head of the Department or the Local Government respectively, as remuneration for private tuition extending over either the period of one scholastic term or one long vacation. The sanctioning authority will in all cases be expected to satisfy itself —

C. S. R.  
74(c)  
note.

- (I) that the maximum fee of which the rule permits is not given as a matter of course in cases where any smaller fee would be fair and sufficient ;
- (II) that the officer who is permitted to undertake the additional work can do so without detriment to his proper duties ;
- (III) that the arrangement is reported to the sanctioning authority and its approval secured before any portion of the work is undertaken.

(G. I., H. D., Res. 487-197, dated 4th February 1906, with G. I., F. D., 3939-Ex., dated 13th July 1906. Dy. G. I. 193.)

125. The Local Government may sanction the grant of remuneration to an Educational Officer for undertaking the private tuition of a ward of an estate under the Court of Wards subject to the limitation in Article 74(c) of the Civil Service Regulations.

C. S. R.  
74, note.

(G. I., F. D., 1594 E. B., dated 20th December 1913. Dy. G. I. 541.)

*Inspectors of Schools and Principals of Colleges empowered to sanction fees.*

126. Divisional Inspectors of Schools and Principals of Colleges are authorised to sanction the payment of fees, to the Teachers of High, Middle and Primary Schools under their control, up to a limit of R100 for work under Article 74, Civil Service Regulations.

(G. I., F. D., 5511-Ex., dated 20th October 1910, Dy. G. I. No. 832 & B. G., G. D., 4021, dated 10th November 1911, with D. P. I.'s 674, dated 15th January 1912, Dy. Ed. 3077.)



*Fees to Clerks, etc., of this office.*

- C. S. R. 74.** 127. Applications from superintendents and clerks in this office for the acceptance of a fee above R100 and up to R500 from a private person or private body, or a public body whose funds are not administered by Government, for work done for it, which require the sanction of the Government of India, Financial Department, under this article should be submitted to that Department through the Comptroller General.

(G. I., F. D., 575-Ex., dated 10th February 1893. Dy. G. I. 339.)

*Conduct of outside audit and acceptance of fees for auditing accounts or similar private work by Finance Department Officers.*

128. An officer of the Indian Finance Department appointed directly by the Government of India will not be allowed to conduct outside audits or to accept fees for auditing accounts or other similar private work without the special sanction of the Government of India.

(G. I., F. D., 782-F. E., dated 15th October 1912. Dy. G. I. 162. E. B.)

**Permanent Appointments.**

*Alterations in the terms of appointments sanctioned by the Secretary of State.*

- C. S. R. 75.** 129. Any alteration in the terms of an appointment sanctioned by the Secretary of State for India on progressive pay requires the sanction of the Secretary of State, except where power has been expressly given to the Government of India to fix the salary of an appointment within stated limits. Therefore in all such cases the commencing salary is the minimum sanctioned by the Secretary of State.

(G. I., F. D., 2649-Ex., dated 24th June 1893. C. I. T.)

*Retrospective sanction to increase of salary generally.*

- C. S. R. 76.** 130. The Government of India declines, except in special cases, to give retrospective effect to increases of pay, and the Governor-General in Council desire that the several Local Governments and Administrations will adopt the same practice.

(G. I., F. D., 2447, dated 24th August 1881.)

131. In regard to Provincial establishments, Local Governments can sanction increases of salary within the prescribed limits with retrospective effect, provided there are special reasons for so doing. Resolution No. 2447, dated 24th August 1881, above noted was only intended to require Local Governments to restrict such sanctions to special cases.

Both the Secretary of State and the Government of India are opposed in principle to giving retrospective sanction, save in special cases.

(G. I., F. D., 206, dated 12th January 1883.)

*Allowances of advisers to Indian students.*

**132.** A Local Government is empowered to grant allowances subject to a maximum of Rs200 a month but irrespective of the general limitation upon its powers of sanction contained in Article 76 (i) to officers appointed to be Secretaries to Provincial Committees for supplying information to Indian students.

(S. of S's 142 (Public), dated 14th October 1910, with G. I., H. D., 5895-Ex., dated 9th November 1910. Dy. G. I. 226. E. B.)

*Overtime allowances.*

**133.** Allowances for overtime work are recurring payments and fall within the scope of Article 76. No overtime allowance can, therefore, be granted to an officer whose salary, including such allowance, would exceed Rs250 per mensem, without the sanction of the Government of India.

(G. I., F. D., 167 Ex., dated 12th January 1909, with G. I., F. D., 4489 Ex., dated 26th August 1910. Dy. G. I. 142. E. B.)

*Interpretation of the term allowances.*

**134.** The term *allowances* as used in Articles 76 (i), Civil Service Regulations, and 283-1 (3) (a) of the Civil Account Code includes a *personal allowance* as well as other recurring allowances of whatever kind which are paid from the General Revenues or from any Local Funds administered by Government.

(G. I., F. D., 4957-Ex., dated 10th October 1900. Dy. G. I. 272.)

*Creation of additional appointments in an already existing class the pay of which ultimately rises above Rs250 a month.*

**135.** The creation of an additional appointment in an already existing class of appointments, such as Assistant Surgeons and Assistant Superintendents of Revenue Survey, the pay of which ultimately rises above Rs250 a month by periodical increments on the completion of definite periods of service, coupled or not with passing certain examinations, requires the sanction of the Government of India.

(G. I., F. D., 2077, dated 22nd December 1881. Dy. G. I. 538.)

*Civil Assistant Surgeons.*

**136.** The Government of Bengal is specially authorized to sanction additional appointments on the Provincial Establishment of Civil Assistant Surgeons without reference to the Government of India.

(G. I., F. D., 856, dated 22nd July 1905, G. I., F. D., 4303-Ex., dated 29th July 1905. Dy. G. I. 191.)

*Provincial Educational Service.*

**137.** The Local Government is competent under Article 76, Civil Service Regulations, to sanction appointments in the Provincial Educational Service on pay not exceeding Rs250 a month.

(G. I., H. D., tel-gram, dated 29th June 1904, with G. B. 4213-T., dated 23rd August 1904, Dy. G. B. 2407, and G. I., F. D., 5836-Ex., dated 16th September 1904. Dy. G. I. 276.)

*Creation of classes or grades in ministerial appointments does not require Government of India sanction.*

**C. S. R. 76.** **138.** The sanction of the Government of India is not necessary to the creation of classes or grades in ministerial appointments as Article 283—4 (5) of the Civil Account Code does not apply to ministerial appointments.

(G. I., F. D., 2446-Ex., dated 10th May 1905. Dy. G. I. 55.)

*Creation of appointments in Self-contained Provincial Services.*

**C. S. R. 76(1) & 78.** **139.** The Secretary of State has decided that Local Governments should not create either permanently or temporarily appointments, specifically for purposes for which a reserve is already provided; but that in the case of self-contained provincial services audit officers should merely confine themselves to seeing that the rules in Articles 76 (i) and 78, Civil Service Regulations, are observed.

These orders apply to other Civil Departments and services wholly recruited in India.

(S. of S. 100 (Financial), dated 19th July 1907, with G. I., F. D., 4953-Ex., dated 21st August 1907. Dy. G. I. 326.)

**Temporary Appointments and Deputations.**

*Special duty not to be interrupted by the grant of leave.*

**C. S. R. 77.** **140.** When Government sanctions special duty for a definite period, the intention is ordinarily that work of the kind contemplated shall be continuously pursued for the period and not to be interrupted by the grant of leave to those who may be detailed for the duty.

(M. G. O. No. 84, Fin., dated 1st February 1898.)

*Temporary appointments cannot be created to give higher salary.*

**141.** It is not permissible to create a temporary appointment with a view to obtain the services of an officer on a salary higher than what is admissible under Chapter VI of the Civil Service Regulations.

(G. I., F. D., 5251-P., dated 17th September 1906, with Dy. A. G. 264, dated 2nd May 1910.)

It is irregular to create a temporary appointment for the performance of specific duties for which a permanent appointment already exists.

(G. I., H. D., 650, dated 20th August 1907, with G. I., F. D., 5450-P., dated 30th August 1907. Dy. G. I. 388.)

*Temporary appointment should not be created for ordinary work.*

142. Temporary establishments should be for special and strictly temporary **C. S. R. 76.** work which may occur every year. It is undesirable to retain on a temporary establishment any clerks who are required to carry on the ordinary work of the office. Provision should be made for them in the permanent establishment.

(G. I., F. D., 5230, dated 11th October 1889. C. I. T.)

*Temporary appointment should not be created for an existing post.*

143. A Local Government cannot, under Article 78, create a temporary appointment for a post already in existence, as there cannot possibly be a permanent appointment as well as a temporary appointment for one and the same piece of work.

(G. I., F. D., No. 5252-P., dated 17th September 1906. Dy. G. I. 175. E. B.)

*Powers of the G. I., P. W. D. to sanction temporary appointments.*

144. The Government of India, Public Works Department, have been **C. S. R. 76,** delegated with powers— **79 and 80.**

- (1) to appoint purely temporary (i.e., non-pensionable) engineers on any pay for a period not exceeding 12 months.
- (2) to sanction temporary appointments and deputations in other cases in Departments under their control of which the cost is Imperial on a remuneration not exceeding Rs 250 per mensem, as well as on a remuneration exceeding Rs 250 per mensem for a period not exceeding six months.
- (3) to sanction provisionally all temporary appointments (pensionable or non-pensionable) in Departments under their control which are beyond their powers of final sanction but are within the powers of sanction of the Government of India, communicating a copy of their orders in such cases to the audit officers concerned. They should, however, render to the Finance Department an annual statement showing the temporary appointments and deputation provisionally sanctioned by them with reference to this rule. On receipt of this statement, the Finance Department will issue orders confirming the provisional sanction accorded by the Public Works Department and will communicate the order to the audit officers concerned. All cases in which temporary appointments or deputation requires the sanction of the Secretary of State will be dealt with under Article 80, C. S. R.

(G. I., F. D., No. 411-E. A., dated 25th September 1912. Dy. G. I. 389.)

*Retired Military Assistant Surgeons on plague duty.*

145. The sanction of the Government of India is necessary to the temporary employment of retired Military Assistant Surgeons on plague duty **C. S. R. 78.** beyond the period of six months.

(G. I., F. O., 3362-Ez., dated 21st June 1904. Dy. G. I. 87. E. B.)

*Sanction applies to appointment and not to incumbent.*

146. Sanction accorded to the deputation on special duty of an officer should be regarded as applying to the appointment and not to the incumbent.

(G. I., H. D., 975, dated 4th October 1896, with F. D. 5936-Ex., dated 23rd October 1906. E. B.)

#### SCOPE OF THE RULE.

C. S. R.  
78-A.

147. In reply to a reference from the Government of Bombay enquiring whether the sanction of the Government of India was necessary under G. I., F. D., 5164 Ex., dated 16th October 1909, to the creation of two temporary posts of Sub-Registrars on pay higher than that of the lowest grade of Sub-Registrars, the Government of India decided that the orders contained in that resolution were not intended to apply to temporary appointments carrying pay not in excess of Rs. 250 per mensem in respect of which the dispensary powers conveyed in paragraph 4 of G. I., H. D., 57, dated 31st March 1902, would continue to operate. The object of the proviso in the last sentence of Article 78 A. is merely to prevent Local Government from varying the rates of remuneration which have been fixed by the Government of India in respect of particular class of officers temporarily employed on particular classes of duties, *e.g.*, Civil Sub-Assistant Surgeons employed on plague duty, Sub-Deputy Collectors employed on famine duty, etc.

(G. I., F. D., 4300-Ex., dated 21st July 1911. Dy. G. I. 146. E. B.)

*Temporary appointment with staff salary filled by Military officer in Civil employ.*

C. S. R.  
78-A.

148. When a temporary appointment with staff salary is filled by a military officer in civil employ, the emoluments of such an officer will ordinarily be subject to the restriction contained in Article 78-A., Civil Service Regulations, but in special cases it will be open to the Local Government to obtain the sanction of the Government of India to the grant of the full available staff salary of the temporary appointment. In either case the full staff salary of the military appointment permanently held by the officer will be available for his *locum tenens* on the analogy of the sub. *pro tem.* promotion admissible in the room of a holder of a temporary appointment under certain circumstances.

(G. I., F. D., 5793 C. S. R., dated 20th September 1911. Dy. G. I. 365 in bundle 400—G. A. of 1911-12.)

#### *Plague appointments.*

C. S. R. 79.

149. The Government of India are authorized to sanction, while plague prevails, temporary appointments and deputations in connection therewith, for such periods as it may deem necessary, provided that, in each case, the monthly salary (including deputation allowance) does not exceed ₹1,000. The sanction of the Secretary of State is required where this limit is exceeded and the appointment is likely to last for more than a year.

(G. I., F. D., 5083 Ex., dated 11th October 1900. Madras.)

*Pay to cease at the end of the specified period.*

150. The pay and allowances of an officer in an appointment which has been sanctioned by the Government of India for a specified period should cease at the end of the period of sanction. It is always in the power of Local Governments to avoid inconvenience by applying to the Government of India for extension of sanction beforehand.

(G. I., F. D., 3109, dated 20th September 1881.)

*Application for extension should be made in time.*

151. Applications for sanction to continuance of temporary appointments and deputations on allowances should invariably be submitted in sufficient time to allow of full enquiry being made and to admit of the orders of superior authority being obtained before the termination of the existing sanction. **C. S. R. 80.**

(G. I., F. D., Res. 1322, dated 5th March 1902. Madras.)

*Deputation allowance not calculated on personal allowance.*

152. Although an officer, while on deputation, will continue to draw the personal allowance which he would have drawn, had he not been so deputed, it should not be taken into account in calculating the deputation allowance admissible under Article 81, Civil Service Regulations. **C. S. R. 81.**

(G. I., F. D., 5017 C. S. R., dated 15th October 1911. Dy. G. I., 209.)

*Post added to a grade of a Sanctioned Cadre—Senior officer may be promoted to it as acting or S. P. T.*

153. The Government of India ruled that Financial Resolution 5164 Ex., dated 16th October 1909, merely gives Local Government authority to appoint to a temporary appointment an officer whose pay should be regulated as if he were acting in the lowest grade and no modification was necessary to provide that the temporary appointment should be classed as *sub. pro tem.* rather than officiating. But if the acting appointment was for less than 6 months under the operation of Article 90, Civil Service Regulations, the junior officers might receive *sub. pro tem.* promotion and that for the convenience of the administration it should be optional for the Local Government to appoint an officer of a higher grade actually to carry out the duties of the temporary appointment, the place in the cadre thus created being filled by the officer drawing pay in the lowest grade. **C. S. R. 96.**

(G. I., F. D., 1125-F., dated 28th February 1911, with F. D., 1126-F., dated 28th February 1911 Dy. G. I. 357. E. B.)

*Salary admissible.*

154. This article covers the pay or salary which an officer would have continued to draw but for his deputation but not the grant of extra pay (otherwise than by deputation allowance as therein provided) on the ground that he would have acted in a higher appointment had he not been placed on special duty, it also covers an increase of salary which is due to grade promotion

and is not dependent on a change of duties and which an officer would have received had he continued on duty in the appointment on which he has a lien.  
(G. I., F. D., 5475-Ex., dated 29th September 1905. Dy. G. I. 319. and G. I., F. D., 2883 Ex., dated 30th June 1897. Madras.)

*Officer on special duty as additional Magistrate while next junior acting as a District Judge.*

- C. S. B. 81.** 155. When a Joint Magistrate is appointed to be an additional Magistrate of a district and is seconded in the regular line and his next junior officer is appointed to act as a District Judge, the officer on special duty (as additional Magistrate of a district) may be allowed to draw the salary which his junior receives as a Judge if the Local Government declares that the former would but for his deputation have acted as a Judge.

(G. A. 233, dated 12th May 1908.)

*Deputation allowance not admissible to a Medical Officer attending on another officer at a different station.*

156. A Medical Officer summoned to attend on a Government officer at a place other than his own head-quarters is regarded as on tour under Article 58, Civil Service Regulations, and not on special duty within the meaning of Article 77, Civil Service Regulations. Such an officer cannot therefore get deputation allowance.

(G. B. 684-T. Med., dated 5th July 1910. Dy. G. B. 1419.)

*Tentage.*

157. When an officer is placed on deputation, and it is known from the first, that the period of his deputation will exceed three months, he should not be allowed to draw fixed tentage at all; in other cases it may be drawn up to a maximum of three months, provided that the officer acting for the officer absent on deputation shall draw only the tentage of his own rank.

(G. I., F. D., 2105, dated 18th May 1891. Madras.)

The above rule has also been made applicable to cases of ordinary acting appointments.

(G. I., F. D., 5260-Ex., dated 12th December 1896. Madras.)

*Political Officers accompanying Native Chiefs.*

158. Any additional charges such as deputation, halting and travelling allowances, entailed by the deputation of a Political Officer to accompany a Chief are recovered from the Native State, as being the most interested in the special duty, unless the Native Chief is travelling on State business at the express desire of His Excellency the Viceroy. In this latter case, such charges would be debited to the Government of India. In other cases all extra charges connected with the officer's deputation should be borne by the State, including the officer's pay, if it is necessary in his absence to employ any one in his place. The State should in no case be required to pay the officer a deputation allowance in addition to his pay unless the officer's duties involve a decided increase of work or responsibility as described in Article 81.

(G. I., F. D., 2061, dated 20th June 1890, with G. I., F. D., 3119, dated 27th June 1890. Madras.)

*Officers holding special appointments and drawing pay admissible in the General line.*

159. In the case of officers holding certain special appointments such as C. S. R. 81. those of Director of Land Records, Director of Agriculture, Settlement Officer, etc., in which the salary depends upon the position that the officer, if he were not holding the special appointment, would have occupied from time to time in the regular line of the service to which he belongs, the intention is to secure to them the same prospect as would have been open to them in the general line *plus* any allowances which the special appointment may carry. Though it is generally equitable to give to such an officer the salary drawn by the officer next below him, who belonging to the same branch of the service does not hold a special appointment yet as it occasionally results in anomalies, the Local Government has been empowered whenever the interpretation of the rule is open to doubt, to determine which officer in the regular line, not himself holding a special appointment, shall be regarded as the officer next below the officer holding a special appointment for the purposes of regulating the pay of the latter.

It will of course be open to the Audit Officer concerned, if he considers that a decision in any particular case is contrary to the spirit of the rule, to represent the matter to the Local Government and to ask that if his view is not accepted, the case may be submitted to the Government of India.

The Government of India have also decided, in modification of the previous orders which excluded from the calculation the officiating allowance drawn by the officer next below in a privilege leave vacancy, to allow an officer who holds special appointment, the salary of which is governed by the consideration now referred to, the same salary as the officer next below him in all cases.

(G. I., F. D., 6569-Ex., dated 25th October 1907. Dy. G. I. 436; G. I., F. D., 8115-Ex., dated 1st June 1908. Dy. G. I. 127.)

*I. M. S. officers on plague duty in addition to own.*

160. A local allowance may be granted under Article 32 (a) of the Civil C. S. R. 84. Service Regulations to officers of the Indian Medical Service employed on plague duty in addition to their own duties subject to the restriction :—

- (1) That the allowance should in no case exceed the amounts of deputation allowance admissible under Article 81, Civil Service Regulations, and
- (2) That it should be given only to officers whose additional plague work, such as that of the medical inspection of passengers by road or railway, is entirely separate from and outside the sphere of their ordinary duties; and not to officers whose ordinary and legitimate work such as that of attending on the sick in hospital has been increased owing to the occurrence of plague.

(G. I., F. D., 1682, dated 1st December 1898, with G. I., F. D., 5567-Ex., dated 20th December 1898. Dy. G. I. 308.)

*I. M. S. officers doing specially arduous plague duty in addition to own.*

161. Officers of the Indian Medical Service employed in addition to their own duties on specially arduous plague duty though not actually deputed to such



duty, are entitled to a local allowance limited by the terms of Article 81, and in respect only of work entirely separate from and outside the sphere of their ordinary duties

(S. of S.'s Rev. 48, dated 2nd March 1899, with G. I., F. D., 1880-Ex., dated 25th March 1899. Dy. G. I. 434.)

*Emoluments of officers attending Malaria class.*

162. The officers and subordinates attending the Malaria class at Amritsar or elsewhere in the Punjab will be allowed the full pay and allowances including jail and other local allowances which they were drawing immediately before their deputation, but no deputation allowance. Their *locum tenens* shall receive the allowances which would ordinarily be admissible to them if the officers for whom they act were absentees within the meaning of Article 6 of the Civil Service Regulations. The local allowances drawn by officers immediately before they proceeded for training are to be continued to them without prejudice to the claims of officers acting for them who under Article 32(b) of the Civil Service Regulations are ordinarily entitled to the local allowances attaching to the appointments in which they are acting.

(G. I., E. D., 368-374, dated 4th March 1911, with G. I., F. D., 1853, C. S. R., dated 25th March 1911. Dy. G. I., 372, and G. I., F. D., 1252 Ex., dated 16th March 1910. Dy. G. I. 319; E. B.)

**Famine Duty.**

*Salary admissible.*

C. S. R. 84. 163. The famine duty allowance is admissible in addition to any pay, acting or charge allowance, that an officer may be in receipt of at the time of his deputation to famine duty and would continue to draw but for such deputation.

(G. I., F. D., No. 2220-Ex., dated 21st May 1897. Dy. G. I. 75.)

*Non-gazetted Officer.*

C. S. R. 84. 164. The allowances admissible under item (iii) of the article should not be granted to *non-gazetted officers* without the previous sanction of the Government of India.

(G. I., F. D., No. 3090-Ex., dated 30th June 1896. Dy. G. I. 111.)

*Transit Pay.*

165. The allowance of such officer during joining time should be regulated under Article 185, Civil Service Regulations.

*Exchange Compensation Allowance.*

166. Exchange compensation allowance is not admissible on famine duty allowances under Article 81.

(Madras.)

*Commputation of Deputation Allowance into Famine and Plague leave concessions.*

167. Officers who have received an allowance under Article 84 of the Civil Service Regulations may be allowed the option of commuting their deputation

allowance for the famine and plague leave concessions, sanctioned in the Resolution of the 16th October 1900.

(G. I., F. D., No. 3970-P., dated 30th July 1901. Dy. G. I. 185.)

NOTE.—The leave concessions sanctioned in Government of India, Resolution 4217-P., dated 16th October 1900, have ceased to exist. The above order would apply if the sanction is extended to years after the famine concession closed. (E. B.)

*Allowance of a Military Officer.*

168. The word "salary" used in Article 84, Civil Service Regulations, includes the allowances specified in Article 40. Accordingly a Military Officer deputed from regimental or other purely military duty to famine duty is entitled to draw the military pay and allowances and Staff salary, or the Staff Corps pay and the staff salary, as the case may be, which he would receive monthly in his substantive appointment in addition to the famine duty allowances specified in Article 84, Civil Service Regulations.

(G. I., F. D., Ex. 840, dated 20th February 1897.)

*Allowance of Postal Officers.*

169. The Government of India have sanctioned the deputation of officers of the Postal Department on famine duty on the following terms :—

- (a) The grant of a deputation allowance, in addition to salary of Rs 5 a day to Superintendents of Post Offices, and of Rs 5 a day to Assistant Superintendents, Assistant Inspectors and other officers of similar rank.
- (b) The deputation allowance will be granted whether the officer of the Postal Department at the time of his deputation be serving in the province in which he is required for famine work or in another province.
- (c) The grant of travelling allowance at the rates admissible under the Civil Service Regulations or in lieu thereof, at the discretion of the Local Government, of a monthly horse allowance. The horse allowance will be fixed by the Local Government, but will in no case exceed Rs 100 a month.

(G. I. <sup>365</sup><sub>47-1</sub>, dated 23rd February 1900, with G. I., F. D., 1105-E.,<sup>†</sup> dated 5th March 1900. Madras.)

*Retired Military Assistant Surgeons on famine or plague duty.*

170. Retired Military Assistant Surgeons when employed on plague or famine duty should receive the pay of their grade at the time of retirement with an allowance of Rs 100 a month, provided that their salary inclusive of pension should not exceed a maximum of Rs 350 a month. Local Governments and Administrations are however authorised to raise this limit to Rs 500 a month in special cases.

(G. I., F. D., 979-Ex., dated 27th February 1897, and G. I., F. D., 1942-Ex., dated 30th April 1897. Dy. G. I. 415.)

*Military Assistant Surgeons and Hospital Assistants on famine or plague duty.*

171. Military Assistant Surgeons and Hospital Assistants on the effective list deputed to famine or plague duty are entitled to deputation allowance at the following rates :—

	Per diem.		
	R.	a.	p.
Hospital Assistants . . . . .	0	8	0
Military Assistant Surgeons on pay not exceeding R150	2	0	0
Military Assistant Surgeons on pay exceeding R150 . . . . .	3	0	0

Civil Hospital Assistants if not provided with quarters are given house allowance of R5 per mensem.

(G. I., F. D., 1567-Ex., dated 8th April 1897.)

*Plague duty.*

172. Officers of the Indian Medical Service deputed to plague duty within the province or in a province other than that in which they are serving at the time of their deputation may be permitted to draw allowances at the rates laid down for officers deputed to famine work in Article 84, Civil Service Regulations.

(G. I., F. D., 970-Ex., dated 27th February 1897. Dy. G. I. 416; and F. D. 1666-Ex., dated 14th April 1897. Dy. G. I. 17.)

173. Combatant British officers required to perform sanitary duty in connection with the plague are entitled to the same rate of allowance as that admissible to officers employed on famine duty under Article 84.

(G. I., H. D., letter 673, dated 26th June 1897, with G. B. 193, dated 10th January 1898. Dy. G. B. 4491.)

Uncovenanted Medical officers employed on plague duty, who, at the time of their deputations, were discharging the duties of Civil Surgeons, are granted special plague allowance at the same rate as is admissible to an officer of the Indian Medical Service in Civil employ.

(G. I., H. D., 87-Med., dated 31st January 1898, with B. G., 694, dated 10th February 1898. Dy. G. B. 4980.)

174. A Military Assistant Surgeon transferred from an appointment (including the charge of a district) in the Civil Department to plague duty may be granted in addition to the allowances admissible to a Military Assistant Surgeon transferred from Military to plague duty any acting, charge or house allowance he was in receipt of at the time of his transfer; provided that a Military Assistant Surgeon transferred from the officiating charge of a district may be granted the emoluments he drew as a District Medical Officer only for so long as he could in the ordinary course have continued to hold charge of a district.

(G. I., H. D., 98, dated 18th January 1899, with G. I., F. D., 421-Ex., dated 27th January 1899. Dy. G. I. 358.)

175. Officers of the Indian Medical Service in Military employ when on plague duty in India receive an allowance of R300 or 200 according as their

length of service exceeds or falls short of five years. The same principle should be applied to officers on plague duty out of India, an addition of 50 per cent. being made to their plague allowance.

(G. I., F. D., 5550-Ex., dated 6th January 1899. C. I. T.)

*Outsiders on plague duty.*

176. Applicants for appointments in the Uncovenanted Medical Service when employed on plague duty may be allowed salary at the rate of R350 a month.

(G. I., F. D., 1731-Ex., dated 22nd April 1897 C. I. T.)

177. The officers of the Military Works Department should be granted a deputation allowance of R5 a day under Article 84 (iii), Civil Service Regulations, and attached officers and those serving with the Sappers and Miners, should receive allowances under Article 84 (ii). The salary includes the staff pay of officers serving in the Military Works Department or with the Sappers and Miners as well as the Sapper allowance drawn by attached officers.

(G. I., F. D., 1973-Ex., dated 30th April 1897. Dy. G. I. 47.)

**Deputation to Colonies.**

178. The Government of India have been empowered to sanction the deputation of officers to Ceylon and other British possessions in Asia for terms not exceeding six months without reference to the Secretary of State. **C. S. R. 84 A.**

(S. of S.'s 169-Public, dated 24th December 1909, with G. I., F. D., 250-F. O. and A., dated 18th January 1910. Dy. G. I. 503.)

*Deputation or detention out of India of officers on foreign service in the country.*

179. The sanction of the Government of India is required to the deputation or detention out of India of officers on foreign service in the country. That Government will decide with reference to Article 84A whether sanction of the Secretary of State is required to such deputation or detention. **C. S. R. 84 A.**

(G. I., F. D., 5216-C. S. R., dated 14th October 1910. Dy. G. I. 187. E. B.)

**Deputation to Europe.**

*Exchange compensation allowance admissible on deputation, allowance paid in India.*

180. The deputation allowance referred to in Article 85 when payable in India carries exchange compensation allowance, provided the officer concerned is otherwise entitled to it. **C. S. R. 85.**

(G. I., F. D., 2571-Ex., dated 7th June 1898. Madras.)

"See also Secretary of State's desp. 47-Mily., dated 18th April 1913, with G. I., F. D., 510-C. S. R., dated 6th June 1913, Dy. G. I. 180." **C. S. R. 85 Note, I.**

*Rate of exchange.*

- C. S. R. 85.** **Note, 8.** 181. An officer placed on duty in Europe, or sent from India for that purpose, shall receive the equivalent at 1s. 6d. per rupee of the pay due to him under the Regulations for the full period of such deputation.

(G. I. F. D., 4589-P., dated 21st October 1893. Dy. G. I. 223.)

182. The privilege which certain officers enjoy of drawing leave allowance at 2s. per rupee (*vide* exception to Article 868, Civil Service Regulations), does not extend to deputation allowances.

(G. I. F. D., 7040-P., dated 7th November 1904. Dy. G. I. 352.)

- C. S. R. 85.** 183. Under Despatch from the Secretary of State No. 99 Military (paragraph 15), dated 14th September 1909, Indian Medical Service officers attached to the Army Medical School at Netley for the purpose of study and research, are granted extra furlough, counting as service for leave in India for the period at Netley; they retain a lien on their Indian appointments and are given the pay and allowances admissible to them on ordinary furlough. The period of training at Netley in bacteriology should not therefore count as furlough in any calculation of furlough earned and due.

(G. I. Mily. Sup. 925 G, dated 9th February 1909, with F. D. 4683-P., dated 20th September 1909, Dy. G. I. 153. E. B.)

On the receipt of orders sanctioning the deputation of an officer out of India, enquiry should be made on what dates he will make over charge of his duties and will sail from India so that a last pay certificate may be issued without delay.

(*Vide* orders on Dy. G. I. 21, dated 9th April 1914, in the case of Dr. J. C. Bose.)

## Chapter V.—Acting Allowances : General Rules.

### Section I.—Definitions and Limitations.

#### *Grade promotions during joining time.*

- C. S. R. 86.** 184. Grade promotions are admissible in vacancies caused by officers absent on joining time during transfer.

(G. I. F. D., 6634 P., dated 28th November 1906. Dy. G. I. 233. E. B.)

#### *Acting promotions vice officers on training.*

- C. S. R. 86.** **Note.** 185. Local Governments have been authorized to allow, at their discretion, acting appointments to be made in the place of officers ordered or permitted to undergo a course of training in school, colleges or other institutions.

(G. I. F. D., 3328 F. O. and A., dated 30th June 1910. Dy. G. I. 91. E. B.)

### Provisional Appointments.

#### *Limit of three years how applied.*

- C. S. R. 89** 186. The limit of three years mentioned in this Article refers to the duration of the duty itself and not to the tenure of appointment by a particular officer.

(G. I. F. D., 4143-P., dated 14th August 1900. Madras.)

*“ Local Government ” in the case of non-gazetted appointments.*

**187.** In respect of a non-gazetted or ministerial appointment the term Local Government used in Article 89, means the authority whose duty it would be to fill up such appointment if permanently vacant.

(G. I., F. D., No. 217, dated 14th January 1890.)

*Date of suspension of an officer's lien on his substantive appointment and of provisional promotions.*

**188.** Suspension of lien of an officer on his substantive appointment, while holding a temporary appointment, the term of which is extended to more than three years by instalments is permissible from the date of the creation of the temporary appointment but whether provisional promotions should be given from this date or from any subsequent date when it is definitely known that the temporary appointment would last for more than three years is a matter which is entirely at the discretion of the Local Government and of the Head of the Office.

(G. I., F. D., 850-C. S. R., dated 6th December 1912, with G. I., F. D., 172-C. S. R., dated 10th March 1913. Dy. G. I. 724.)

*Acting allowance calculated on pay of temporary appointment.*

**189.** An officer holding a temporary appointment and whose lien on a substantive appointment has been suspended under Article 89, Civil Service Regulations, may, if appointed to act in another appointment, calculate his salary on the pay of the temporary appointment.

(G. I., F. D., 1985-P., dated 26th March 1907. Dy. G. I. 7.)

*Provisional appointment not admissible in case of temporary addition to graded service.*

**190.** The lien of an officer in his substantive appointment cannot be suspended while he holds a temporary appointment which is of the nature of an addition to the sanctioned number of a grade and not for work of an unusual nature as in that case the condition of Article 89, Civil Service Regulations—that the officer deputed should not retain any connection with his own appointment—is not fulfilled. **C. S. R. 89.**

(A. G.'s reply, dated 13th July 1910, filed with U. O. Case 137 of 1910-11.)

### **Substantive *pro tempore* Appointments.**

*In permanent vacancies.*

**191.** The Head of an office is not precluded by Article 90 from making a substantive *pro tempore* appointment to a post which is permanently vacant, and there is no objection to an Audit Officer's recognising such an appointment in a permanent vacancy. **C. S. R. 90.**

(G. I., F. D., 1390-P., dated 25th March 1899, with Dy. A. G. 187, of 1903-04.)

*Census duty.*

192. Sub. *pro tem.* promotions are not admissible in the room of officers deputed on Census duty.

(G. I., F. D., 2653, dated 30th June 1891. Dy. G. I. 27. E. B.)

*Arrangements admissible when permanent appointment is changed within six months of deputation.*

193. In reply to a reference whether sub. *pro tem.* arrangements could be made in the place of an officer who is deputed for six months on special duty if, within six months, his permanent appointment is changed and he is transferred to a new office but still on deputation, the deputation in respect of each appointment being less than six months, the Government of India held that sub. *pro tem.* arrangements are admissible in the office from which he was first deputed, from the date of his deputation to the date of his permanent transfer to the new office, and only officiating arrangements are admissible in the second office.

(G. I., F. D., 3624 P., dated 28th June 1906. C. P.)

*Police Inspectors appointed sub. pro tem until departmental examination is passed.*

194. Police Inspectors, both European and Native, should be appointed substantive *pro tempore* and not confirmed unless they pass the departmental examination within two years from the date of their appointment.

(G. I., F. D., 6400-Ex., dated 5th December 1902. Dy. G. I. 319.)

*During overstayal of leave.*

195. Substantive *pro tempore* promotions are not permissible for the period of overstayal of leave under Article 229 (a) (ii).

(G. I., F. D., 270-A., dated 25th April 1899, Fin. 215-C., dated 22nd April 1899. C. I. T.)

*In a vacancy caused by suspension.*

C. S. R. 90. 196. Acting and not substantive *pro tempore* arrangements should be made in a vacancy caused by the absence of an officer under suspension till final orders are passed in the case of the person suspended.

(A. G.'s circular 260 <sup>T. M.</sup> T. A. D., dated 17th June 1904.)

*Officer appointed sub. pro tem. loses lien while on long leave.*

197. An officer, who holds an appointment, substantively *pro tem.* loses his lien on the sub. *pro tem.* appointment if, while so holding it, he proceeds on long leave. Another officer can then be appointed sub. *pro tem.* in the appointment.

(G. I., F. D., 2610-P., dated 17th May 1901. Madras.)

*Allowance of locum tenens while absentee is in transit.*

**198.** An officer holding an appointment sub. *pro tempore* may be allowed to continue to draw sub. *pro tempore* allowance while the substantive incumbent is in transit to join the appointment.

(G. I., F. D., No. 278-P., dated 21st January 1896. Dy. G. I. 407.)

*Arrangement vice District Judge acting as High Court Judge.*

**199.** When a District Judge is appointed officiating (not sub. *pro tem.*) Judge of a High Court he is to be considered as neither on leave without pay nor the substantive incumbent of any office other than the District Judgeship; no other officer can therefore be appointed sub. *pro tem.* to the District Judgeship. An acting Judge of the High Court if confirmed in the appointment actually becomes a Judge of such court from the date of his letters patent and he ceases to have a lien on his former appointment, if he has any from that date.

(G. I., F. D., 6269, dated 28th October 1874, and 1291, dated 15th June 1875.)

**200.** A Judge appointed provisionally to be a Judge of the High Court in a substantive vacancy pending the intimation of His Majesty's pleasure is regarded as an absentee and substantive *pro tempore* promotions are admissible in his place under this Article.

(G. I., H. D., 2009, dated 25th November 1904, with G. I. F. and C. 7649-P., dated 6th December 1904. Dy. G. I. 384.)

*Commencement and end of Allowances.*

**201.** An officer appointed sub. *pro tem.* in an appointment in consequence of the deputation of another officer to a sub. *pro tem.* arrangement is entitled to full pay of the post from the date he takes over charge to that on which he is actually relieved.

(G. I., F. D., 1229-P., dated 24th March 1893, with 2011-P., dated 13th May 1893. Madras.)

*Joining time excluded in the calculation of six months.*

**202.** Joining time should be excluded in determining whether the period of deputation exceeds six months or not for the purpose of the note to this Article. **C. S. R. 90  
Note.**

(G. I., F. D., 108-P., dated 15th January 1903. Dy. G. I. 358.)

*Authorities empowered to grant Charge Allowance.*

**203.** The powers of the Bengal Government to assign under Article 95, Civil Service Regulations, to an officer appointed to be in charge of the current duties of an office, independently, without retaining charge of his own office, a charge allowance of less than  $\frac{1}{4}$ ths of the acting allowance that would be admissible to him if he were appointed to officiate in the office, or on the **C. S. R. 95.  
Rule. 1**



other hand, if it thinks this amount too small, to grant him for specially recorded reasons the full acting allowance, subject to the limitation specified therein, will be exercised by the undermentioned officers:—

Board of Revenue, Lower Provinces.  
 All Commissioners of Divisions.  
 Commissioner of Excise and Salt.  
 Inspector General of Police.  
 Inspector General of Civil Hospitals.  
 Inspector General of Prisons.  
 Inspector General of Registration.  
 Collector of Customs, Calcutta.  
 Conservator of Forests.  
 Director of Public Instruction.  
 Director of Land Records.  
 Director of Agriculture.  
 Sanitary Commissioner, Bengal.  
 Superintendent and Remembrancer of Legal Affairs.  
 District and Sessions Judges.  
 Chief Judge, Small Cause Court, Calcutta.  
 Chief Presidency Magistrate, Calcutta.  
 Commissioner of Police, Calcutta.  
 Superintending Engineers.  
 Superintendent, Royal Botanic Gardens.  
 Director of Surveys.

(B. G., F. D., 103-T.F., dated 26th April 1910. Dy. G. B. 601 and 613-T.F., dated 4th July 1910. Dy. G. B. 1431.)

## Section II.—Maximum and Minimum Salaries.

*Emoluments should not be reduced on promotion.*

**C. S. B. 96. 204.** An officer shall not have his emoluments reduced in consequence of his promotion to a higher appointment.

(S. of S.'s Des. 158-Public, dated 18th November 1910 with G. I., F. D., 464-C. S. B., dated 27th August 1912. Dy. G. I. 327.)

*Minimum salary in case of graded service.*

**205.** The minimum salary of an officer who holds no substantive appointment while officiating in an appointment which belongs to a graded class is half of the average pay of the grades. But the minimum salary of an officer who has a substantive appointment is half the pay of the lowest grade of the class in which he officiates. In this case Article 141 is not applied for the purpose of determining the minimum salary of the officiating officer.

(G. I., F. D., No. 2959, dated 13th July 1891. E. B.)

*Specially fixed acting allowances not subject to the rule.*

206. The fixed allowances named in Article 139 are not subject to the general rule of maximum and minimum salary laid down in article 96.

(G. I., F. D., 5374 P., dated 9th October 1902. C. P.)

*I. C. S. in the enrolled list.*

207. The salary of an officer of the Indian Civil Service in the Enrolled List should not be less than Rs. 1,000 a month without Exchange Compensation Allowance, that being the initial permanent pay on the time scale of an officer in class II of the Enrolled List.

(G. I., F. D., 2805-F. O. & A., dated 3rd June 1909. Dy. G. I. 48. E. B.)

*Commissioned Medical Officer acting as Jail Superintendent.*

208. The minimum salary of a Commissioned Medical Officer appointed C. S. R. 97. to officiate as Superintendent of a 1st class Central Jail is Rs. 550 a month.

(G. I., F. D., 5975-P., dated 31st December 1895. Dy. G. I. 382.)

*Scope of the rule.*

209. The principle underlying Article 98 applies to all short vacancies of C. S. R. 98. whatever description, and the rules should be held to cover all vacancies not exceeding six weeks in duration.

(G. I., H. D., 438, dated 2nd September 1903 with F. D. 6590-P., dated 28th October 1903. Dy. G. I. 107-S. A. E. B.)

## Chapter VI.—Acting Allowances: Rules for Calculation.

### Section I.—Indian Civil Service and other Special Services.

*I. C. S., officiating in the Enrolled List.*

210. Note 2 to clause 4, Article 104 of the Civil Service Regulations does not affect, in any way, the acting allowance of a Covenanted Civil Servant officiating in one of the grades of the Enrolled List of the Financial Department. It is distinctly stated in Article 138 that the rules in Section VII, Chapter VI, of the above Regulations are applicable to officers whose cases are not provided for in sections I to VI of that Chapter.

C. S. R.  
104 (4).

The orders in paragraph 17 of the Resolution of the Government of India, No. 3577, dated 4th November 1880, have no bearing on the question of acting allowance admissible to a Covenanted Civil Servant.

(G. I., F. D., No. 741, dated 27th May 1881.)

## 46 ACTING ALLOWANCES—RULES FOR CALCULATION. [CHAP VI.]

*Salary of Provincial Civil Service officer regulated by the rates of pay fixed for members of that service.*

**C. S. R.  
104 (4).**

211. A member of the Provincial Service, whether he is appointed to officiate in a listed post, or in a post which is not technically so listed but which is ordinarily reserved for members of the commission, retains the character of his service of origin. The salary of a provincial officer, whether he is appointed under the scheme of listed posts or not, must be regulated by the rates of pay fixed for officers of the Provincial Service and not by those fixed for members of the Indian Civil Service or of a commission.

(G. I., H. D., 123, dated 29th January 1908. Dy. G. I. 34, dated 14th April 1913.)

*Acting allowance of a Deputy Collector officiating in a post usually held by the I. C. S.*

**C. S. R. 104  
(4) & 105.**

212. A Deputy Collector officiating in a post usually filled by a member of the Indian Civil Service should be allowed to draw the pay of his substantive appointment, *plus* 64 per cent. of the acting allowance admissible to a Member of the Indian Civil Service. The Government of India is authorised to grant such acting allowance without reference to the Secretary of State.

(S. of S. 60-Public, dated 7th March 1913, received with Dy. G. I. 77, dated 28th April 1913.)

*Officiating allowances of Provincial Civil Service officers acting in listed posts or in a higher grade, regulated under this article.*

**C. S. R.  
105.**

213. When an officer of the Provincial Civil Service is appointed to act in one of the listed posts (*i.e.*, posts open to, and which may in practice be held by, a member of the Indian Civil Service or Military officer, but declared to be also open to the Provincial Civil Service) or when holding a listed post, he officiates in a higher grade, he is allowed to draw allowances under Article 105.

This is, however, restricted to such of the listed appointments as have not been amalgamated with the Deputy Collectorships. The new Deputy Collectorships cannot fairly be regarded as open to, and in practice to be held by, members of the Indian Civil Service within the meaning of Article 104 (4).

(S. of S.'s 215, Fin., dated 22nd November 1894. Madras.)

*Indian Educational Service.*

214. The pay of officers holding regular appointments in the Indian Educational Service being fixed on a personal basis and not attached to the appointment, there is no "pay of the appointment" within the meaning of Article 105, on which acting allowance can be calculated.

(G. I., F. D., 3882-P., dated 4th July 1905. Madras.)

*Acting allowance of Police officers officiating as Assistant Superintendents.*

215. The acting allowance of an officer of the Police Department, acting in one of the appointments mentioned in Article 104 (4), Civil Service Regula-

tions, but who is of lower substantive rank, may, in accordance with the practice at present obtaining in Bengal, be calculated under Article 105, Civil Service Regulations.

(G. I., F. D., No. 3090-P., dated 17th July 1896. Dy. G. I. 137.)

*Deputy Superintendent of Police officiating as District Superintendent.*

216. The acting allowance of a Deputy Superintendent of Police acting as a District Superintendent should be regulated by the rule in Article 105, the "pay of the appointment" for the purpose of the rule being taken as the pay which a Deputy Superintendent would draw if promoted substantively to be a District Superintendent, namely, Rs 600 to Rs 900.

(G. I., H. D., 429—440, dated 2nd May 1907 with F. D. 2557-P., dated 9th May 1907. Dy. <sup>S A</sup> <sub>Gaz.</sub> 135 E. B.)

## Section II. Military Officers.

### Appointment on staff salary.

*Medical Officer's acting allowance when serving temporarily in Civil Department.*

217. With reference to Articles 114 and 115, Civil Service Regulations, the Government of India, Financial Department, have ruled as follows: "That the integrity of the rules will be maintained without prejudice to an officer's claim to acting allowance if a Medical Officer brought into the Civil Department in consequence of a Civil Surgeon's going on furlough be gazetted to officiate in the room of the absentee, on whose return, if the officiating officer does not revert to the Military Department, he must again be gazetted to officiate for another named absentee. It will not be necessary to send the officiating officer to the particular station of which the absentee is Civil Surgeon."

C. S. R.  
114, 115.

(G. I., F. D., 40, dated 15th January 1897. Dy. G. I. 338, dated 15th September 1914.)

*Deputy Sanitary Commissioner. Probationary Chemical Examiner and Port Health Officer.*

218. The "staff allowance" mentioned in the Secretary of State's despatch No. 20-Public, dated 3rd February 1905 (*i.e.*, the staff allowance for Deputy Sanitary Commissioner, the Probationary Chemical Examiner and the Port Health Officer, Calcutta) should be treated as "staff salary" and added to the consolidated Military or Civil pay of the officers for the purposes of the acting allowance rules in the Civil Service Regulations.

(G. I., F. D., 4553-P., dated 14th August 1905. Dy. G. I. 224.)

*Officiating appointment in the Bacteriological Department.*

219. The salary of an officer officiating in the Bacteriological Department should be regulated under Articles 114 and 115, Civil Service Regulations.

C. S. R.  
114, 115.

(G. I., F. D., 46-C. S. R., dated 9th May 1912. Dy. G. I. 102.)

*Civil Surgeon includes Presidency Hospital Appointments.*

- C. S. R.**  
**115(a) Note.** 220. The term "Civil Surgeon" used in second sentence of the note to Article 115 (a) includes Physicians and Surgeons in Presidency Hospitals.  
(G. I., F. D., 297-C. S. R., dated 18th January 1911. Dy. G. I. 469.)

**Medical appointment.**

*Superintendent, Botanical Gardens.*

- C. S. R.**  
**118.** 221. For the purpose of calculating the allowance of an officer acting as Superintendent, Botanical Gardens, the appointment should not be treated as one reserved exclusively for Commissioned Medical Officers, within the meaning of Article 116, Civil Service Regulations.  
(B. G. 96-T. F., dated 25th June 1888. Dy. G. B. 1093.)

*Inspector-General of Prisons.*

222. The appointment of Inspector-General of Prisons is not exclusively reserved for Commissioned Medical Officers. The allowance of the officer appointed to officiate in the appointment is regulated by Article 105, Civil Service Regulations.

(A. G.'s decision on Major Macnamara's case and B. G., 2880-A., dated 12th September 1903. Dy. G. B. 2886.)

*Chemical Analyser.*

223. The appointment of Chemical Analyser (Examiner) to Government is not to be regarded as one reserved exclusively for officers of the Indian Medical Service and Article 116, Civil Service Regulations, does not apply to it.

(G. I., F. D., 6513-P., dated 30th October 1907. Dy. G. I. 444.)

*Indian Medical Service Officers on General Duty.*

224. It has been decided by the Government of India that a Member of the Indian Medical Service, holding a substantive appointment in the Military Department, when placed on general duty in the Civil Department, is entitled to the grade pay of his rank *plus* half staff salary of his Military appointment and compensation for the loss of the other half staff pay.

(G. I., H. D., 955, dated 5th October 1904, to A. G., Bombay, with A. G. 85, dated 13th April 1910, in Bundle G. A.-581 of 1909-10.)

**Section VII.—Other Officers.**

*Acting allowances of Educational Officers not subject to Article 96.*

- C. S. R.**  
**139.** 225. An Officer of the Subordinate Educational Service holding temporarily an appointment in the Provincial Educational Service, whether such appointment be substantively vacant or not, is entitled to an allowance not exceeding

Rs 50 a month and the only advantage derived by an officer acting in an appointment which is substantively vacant is that his acting allowance is not subject to reduction under the operation of the proviso in this article. The fixed allowances mentioned in this article are not subject to Article 96.

(G. I., F. D., 5559-P., dated 22nd October 1902. Dy. G. I. 271 and G. I., F. D., 5374-P., dated 9th October 1902. Dy. G. I. 262.)

*Maximum Salary.*

226. The provisions of Article 139 should not be applied so as to give an officer, (a) if appointed to act in a particular grade of the Provincial Educational Service, salary in excess of the pay he would receive on being confirmed in that grade, and (b) if appointed merely to act in that service, no particular grade being specified, salary in excess of the pay of the officer for whom he acts.

C. S. R.  
139.

(G. I., F. D., 1229-P., dated 28th February 1906. C. P.)

*Lower allowance to be given when the post is held indifferently by a member of either Indian or Provincial Service.*

227. When the post is ordinarily held by an officer of either the Indian or the Provincial Service, the lower allowance should be granted to a Subordinate Educational Officer appointed to act in it. Any such appointment is distinctly temporary and exceptional.

(G. I., H. D., 409, dated 30th November 1893. C. P.)

*"Pay of the absentee" when in foreign service.*

228. An officer of the Indian Educational Service, whose pay in British service was Rs 550 and would have been Rs 600 after a year, was transferred to foreign service of the 1st kind, and an officer of the Provincial Educational Service was appointed to act for him. Under the proviso to this article the officiating officer was allowed salary at Rs 550 per mensem. In view of Article 755, Civil Service Regulations, a question having arisen whether salary at Rs 600 was admissible to the acting officer from the date on which the absentee would have received an increment in his own appointment had he not been transferred to foreign service, Government of India decided that the expression "the pay of the officer" in the 2nd line of the proviso should be construed to mean the pay which would have accrued to the officer had he remained on in Government Service and not been transferred to foreign service.

(G. I., F. D., 4878-P., dated 7th September 1905. Dy. G. I. 267.)

**Officers having a Substantive Appointment.**

*Sub. pro. tem. promotion to the higher grade admissible.*

229. The prohibition contained in Article 140 of the Civil Service Regulations against the appointment of an officer to officiate on a higher grade of his own class does not apply to the grant of substantive *pro tempore* promotion.

C. S. R.  
140.

(G. I., F. D., 1293-P., dated 21st March 1896, with Mr. Groves, Compt., Central Provinces, demi-official to Mr. Brereton, Deputy Accountant General.)

*Inspectors and Sub-Inspectors of Vaccination.*

**230.** The appointments of Inspectors and Sub-Inspectors of Vaccination should be treated as separate classes in themselves, each on the scale of pay sanctioned for the five different classes of such appointments, that is, admitting acting promotions from the lower to the higher class.

(B. G. 2169-San., dated 28th November 1911. Dy. G. B. 5671.)

*Definition of the term "Pay of Appointment."*

C. S. R.  
141.

**231.** There are two definitions of the term "Pay of Appointment" given in the Civil Service Regulations—one a general, the other a special, definition. The general definition is given in Article 39, which declares that "the pay of an appointment is the pay which any particular officer would receive if he held the appointment substantively." The special definition is given in the explanation to Article 141, which declares that the pay of an appointment which belongs to a graded class, and is not such as is described in clause 4, Article 104, viz., an appointment which is open to, and may in practice be held by, a Covenanted Civil Servant or a Military Officer, is "the average pay of the grades calculated without reference to the number of appointments in each grade." The special definition must be treated as an exception to the general definition only for the purpose of calculating acting allowances under Articles 140 and 144, and if it is necessary to apply the provisions of Article 96, viz., that the *minimum* salary of an officiating officer is half the pay of the appointment, the general definition of the term "Pay of appointment" must be used.

(G. I., F. D., 1821, dated 8th July 1886, and 983, dated the 25th February 1887.)

*Lower Subordinate Establishment of the Public Works Department.*

**232.** The provisions of Article 141 of the Civil Service Regulations need not be applied to the Lower Subordinate Establishment of the Public Works Department of Bengal and for the purpose of the acting allowance rules the pay of an appointment in that establishment may at the discretion of the Local Government, be fixed at a sum not exceeding the pay actually drawn by the officer in whose place the acting arrangement is made.

(G. I., P. W. D. 25-E., dated 8th January 1914. Dy. 607.)

*Minimum pay to be taken in the case of progressive appointments.*

**233.** In the case of progressive appointments divided into grades the average of the minimum pay of the several grades should be taken as "pay" for the purpose of calculating acting allowance under Article 141, Civil Service Regulations.

(G. I., F. D., 4993-P., dated 5th August 1904. Dy. G. I. 205.)

*Sub-Registrars.*

**234.** When a Sub-Registrar or any other officer having a substantive appointment is appointed to act as a District Sub-Registrar he should draw acting allowances under Articles 140 and 141, Civil Service Regulations.

(B. G. 506-P., dated 23rd February 1906. Dy. G. B. 6132.)

**235.** The leave reserve grade, *i.e.*, the 5th grade, should be taken into account in calculating the average pay of the grades under Article 141, Civil Service Regulations.

(B. G. 506-P., dated 23rd February 1906. Dy. G. B. 6132.)

*Inspector officiating as Deputy Superintendent.*

**236.** The acting allowance of an Inspector acting as Deputy Superintendent shall be regulated by Articles 140 and 141.

(G. I., H. D. 429—440, dated 2nd May 1907, with F. D. 2857-P., dated 9th May 1907. Dy. <sup>S. A.</sup><sub>Gaz.</sub> 125. E. B.)

*Inspectors and constables not eligible to act in higher grades.*

**237.** Inspectors and constables of Police, not being Ministerial but Executive Officers (see Article 36), are subject to the prohibition contained in Article 141 against the appointment of an officer to officiate in a higher grade of his own class.

(G. I., F. D., 4076, dated 31st October 1877.)

*Provincial Educational Service forms one class.*

**238.** All grades in the Provincial Educational Service are treated as in one class for the purposes of Article 141, Civil Service Regulations.

(G. I., H. D., 314, dated 30th October 1896, and 118, dated 27th May 1897, with 1286 R., dated 7th December 1909. Dy. G. I. 446.)

*Lower Subordinate Educational service forms one class.*

**239.** The Lower Subordinate Educational Service should be treated as a graded service like the Provincial and Subordinate Educational Services. An officer of the Lower Subordinate Educational Service should not receive acting promotion from grade to grade.

(G. B., 4840, dated 21st December 1909. Dy. G. B. 4136.)

**240.** The provisions of Article 141 of the Civil Service Regulations shall not apply to officers appointed to officiate in the Subordinate and lower Subordinate Educational Services in Bengal, and for the purposes of the acting allowance rules the pay of an appointment in these services shall be the pay actually drawn by the officer in whose place the acting appointment is made.

(*Vide* G. I., F. D., No. 443-C. S. R., dated 19th August 1912. Dy. G. I. 313.)

*Subordinate Educational Service.*

**241.** Members of the Lower Subordinate Educational Service, when officiating in temporary vacancies in the Subordinate Educational Service, shall receive an acting allowance at the rate of one-fifth of the average pay of the grades of the latter service, subject to the limit of the maximum salary of Rs 50 laid down in Article 141, Civil Service Regulations. This ruling will also govern the case of officers on salaries outside the grade when officiating in the Subordinate Educational Service.

(G. I., F. D., 6993-P., dated 12th December 1908. Dy. G. I. 467.)



*District Boards not treated as belonging to another Department.*

**242.** "Officers paid by District Boards should not be treated as officers belonging to another department for the purpose of Article 141, Civil Service Regulations, when acting in Government Service."

A. G.'s Order, dated 19th January 1910, on the reference made by D. A. G. in reviewing bills for August 1909 in respect of acting allowance of an Inspecting Pandit acting as Sub-Inspector.

### **Medical Appointments.**

*Assistant Surgeon acting as Teacher in Medical School.*

**C. S. R. 142.**      **243.** The allowance of an assistant Surgeon acting as a Teacher in the Dacca Medical School, should be calculated under the ordinary rule of the Civil Service Regulations, that is, he should get an acting allowance of one-fifth of the amount (grade pay and staff allowance) which he would draw if he held the appointment substantively.

(G. I., F. D., 648, dated 4th February 1889, with G. A. 1372, dated 30th August 1910.)

*Allowance of Assistant Surgeon acting for Civil Surgeon absent on any kind of duty.*

**244.** An Assistant Surgeon placed in charge of the duties of the Civil Surgeon at head-quarters will be granted the local allowance admissible under the note to Article 142, Civil Service Regulations, when the latter is absent on any duty for more than seven days.

(G. I., H. D., 816, dated 16th July 1908, with G. I., F. D., 4591-P., dated 25th August 1908. Dy. G. I. 295.)

*Deputation of a Military Assistant Surgeon or plague duty counts towards increment.*

**C. S. R. 143.**      **245.** A Military Assistant Surgeon in permanent independent medical charge of civil station may count for increments, under Article 143 of the Civil Service Regulations, any period during which he was diverted from his ordinary duties by deputation on special plague duty.

(G. I., F. D., 2608 P., dated 17th May 1901. Dy. G. I. 71.)

*Officiating service does not count towards increment.*

**246.** The quinquennial increments of salary to Civil Medical Officers are to be reckoned from the dates on which the officers are placed in permanent medical charge of districts. Officiating service will not count, even when the post in which the officer officiates is fully vacant.

(F. D. 2599, dated 11th September 1867, and F. D. 707, dated 22nd December 1835, with B. G. 66, dated 7th January 1886. Dy. G. B. 3727.)

**247.** A Senior Military Assistant Surgeon with the honorary rank of Captain, when appointed to act as a Civil Surgeon, is entitled to special acting allowance of Rs. 100 a month, in addition to his substantive pay of Rs. 400 per month.

(G. I., F. D., 187 C. S. R., dated 5th March 1914. Dy. G. I. 716.)

*Time passed in a Government Steamer counts.*

**248.** A Civil Medical Officer in permanent medical charge of a civil station is allowed to count towards the periodical increase of pay the time passed in medical charge of a Government steamer.

(G. I., F. D., 888, dated 15th February 1869.)

*Rule 1 sanctioned on 15th April 1901.*

**249.** The sanction of the Secretary of State, on which rule 1 to Article 143, Civil Service Regulations, is based, was received in India on the 15th April 1901, and it may reasonably be held to apply in all cases in which the increment fell due after that date.

(G. I., F. D., 826, dated 29th August 1904, with G. I., F. D., 5637-P., dated 6th September 1904. Dy. G. I. 262.)

*Service qualifying for increment in case of Warrant officer in medical charge of Civil Station.*

**250.** Warrant Medical Officers in independent medical charge of a Civil Station are entitled to count leave with allowances as service qualifying for quinquennial increment under Article 143.

( E. B. )

**Officers without a substantive appointment.**

*Pay of the appointment in cases of progressive pay.*

**251.** For the purposes of Articles 144 and 145 of the Civil Service Regulations the "pay of the appointment," in the case of an appointment on progressive pay, is the pay which an officiating officer would receive if appointed substantively.

(G. I., F. D., 2418-P., dated 22nd May 1895. Dy. G. I. 1895.)

**C. S. R.  
144, 145.**

*Sub-Registrars.*

**252.** If in any case an officer without a substantive appointment is appointed to act as a Sub-Registrar his allowance should be calculated under Articles 140 and 141, Civil Service Regulations.

(B. G. 506-P., dated 23rd February 1906. Dy. G. B. 6132.)

**C. S. R.  
144.**

*Pay of the appointments in cases of graded service.*

**253.** The pay of an appointment which belongs to a graded class should be calculated for the purposes of Article 144, Civil Service Regulations, with reference to the provisions of Article 141.

(G. I., F. D., 5189-C. S. R., dated 22nd August 1911, received with U. O. 412 of 1911-1912).

54 *ACTING ALLOWANCES—RULES FOR CALCULATION.* [CHAP. VI.]

*Salary limited to pay of lowest grade.*

254. The salary admissible to an officer without a substantive appointment who may specially be appointed to officiate in a particular grade of a graded class, is half the average pay of the grades, limited to the pay of the lowest grade.

(G. I., F. and C. Dept., 1631-S. R., dated 24th March 1903. Dy. A. G., 46, dated 31st March 1911.)

**Appointments on less than R100.**

*Arrangements admissible.*

C. S. R. 255. The acting allowance admissible to an officer holding a substantive  
147. appointment who is appointed to officiate in an appointment the pay of which is less than R100, is ordinarily one-fifth of the pay of the appointment in which he is appointed to officiate, limited to one-fifth of the minimum pay of the appointment if it be a progressive one—*vide* Article 140 of the Civil Service Regulations. But for the efficient discharge of the duties of an absentee whose pay is less than R100, the Head of a Department is competent, under the provisions in Articles 147 and 335 of the Civil Service Regulations, to sanction the entertainment of an officer who has no substantive appointment, and to grant him such allowance up to the limit of the savings in the pay of the absentee, or to grant substantive incumbents such allowances as he may think fit not exceeding one-fifth of the pay of the appointments in which they may be appointed to act, and to entertain the services of an outsider on the residue of the savings in the pay of the absentee.

(Decision of A. G., Mr. Biggs, dated 8th September 1897.)

*“Pay of the appointment.”*

C. S. R. 256. The meaning of the term “pay of the appointment” in Article  
147 (ii). 147 (ii) of the Civil Service Regulations is that given in the definition of that term in Article 39.

(G. I., F. D., 32, dated 3rd January 1890. Madras.)

*Delegation.*

257. If it is necessary to grant an officer without a substantive appointment appointed to officiate in an appointment, the pay of which is less than R100 a month, acting allowance on the scale laid down in Article 147 (ii), Civil Service Regulations, the Local Government can exempt the substantive holder of the appointment from any reduction of his absentee allowance to which he might otherwise be subject under the provisions of Article 147 (iii).

(S. S. 79-Finl., dated 26th June 1908, received on 12th July 1908 with G. I., F. D., 4144-P., dated 22nd July 1908. Dy. G. I. 239.)

**258.** The Local Government may delegate to Heads of Offices and Departments subordinate to them the power extended to them by Financial Despatch No. 79, dated 26th June 1908, of granting when necessary to an officer without a substantive appointment, who officiates in an appointment the pay of which is less than Rs100 a month, allowances in excess of half the pay of the appointment without reducing *pro tanto* the leave allowances of the absentee.

C. S. B.  
147 (444).  
Note.

(S. S. 17-Finl., dated 29th January 1909, with (G. I., F. D., 979-P., dated 23rd February 1909. Dy. G. I. 602.)

**259.** The Bengal Government has delegated the power referred to above to the undermentioned officers :—

C. S. B.  
47 (444).

Board of Revenue.  
Commissioners of Divisions.  
Inspector General of Police.  
    Ditto      Civil Hospitals.  
    Ditto      Registration.  
    Ditto      Prisons.  
Director of Land Records.  
    Ditto, Public Instruction.  
    Ditto, Agriculture.  
Commissioner of Excise and Salt.  
Conservator of Forests.  
Director of Surveys.  
Sanitary Commissioner.  
Superintendent, Royal Botanic Gardens.  
Registrar of Co-operative Credit Societies.  
Superintendent and Remembrancer of Legal Affairs.  
Commissioner of Police, Calcutta.  
District Judges.  
District Officers.  
Ven'ble the Archdeacon of Calcutta.  
Chief Judge, Small Cause Court, Calcutta.  
Collector of Customs, Calcutta.  
    Ditto,      Chittagong.  
Protector of Emigrants.  
Meteorologist, Calcutta.  
Port Officer, Calcutta.  
    Ditto,      Chittagong.  
Range Deputy Inspector-General of Police.  
Chief Presidency Magistrate.

Deputy Inspector-General, Crime and Railways.  
Military Secretary to His Excellency the Governor.  
Private Secretary to His Excellency the Governor.

(*Vide* B. G., F. D., Resolution 3639-F, received with Circular 41-F, dated 11th August 1913. Dy. G. B. 3894. B. G. 2686 F., dated 2nd April 1914. Dy. G. B. 190.)

**C. S. R. 147 (iii).** 260. The Accountants-General have been authorised to grant exemption under Article 147 (iii), Civil Service Regulations, in respect of establishments subordinate to them.

(G. I., F. D., 43-C. S. P., dated 5th January 1911. Dy. G. I. 440.)

*Police constables regarded as superior.*

**C. S. R. 148.** 261. Police constables of all classes should be treated as in superior service for purposes of leave.

(G. I., F. D., 428-P., dated 27th January 1906. Dy. G. I. 187. E. B.)

## Chapter VII.—Regulation of Progressive Salaries.

*“Special order” defined.*

**C. S. R. 149.** 262. The special orders required by Article 149 of the Civil Service Regulations are the orders of the authority which is competent to sanction the pay if it rose, regularly by five annual increments. An order sanctioning a proposition statement containing a proposal to make a progressive pay rise from the minimum to the maximum in less than five years, is not a “special order,” unless it specially mentions the point of the pay rising from the minimum to the maximum by less than five equal yearly increments, and passes an order on that point.

(G. I., F. D., 5248-P., dated 18th October 1894. Dy. G. I. 267.)

### Accrual of Increment.

**C. S. R. 151.** 263. A constable who has retired on an invalid or on a compensation pension and subsequently re-employed should, if his previous service counts for pension under Articles 514 and 519, also count such service for future increments.

(G. I., F. D., 2492-F. O. and A., dated 18th May 1909. Dy. G. I. 34.)

264. Before the introduction of the incremental scale of pay under Public Works Department Resolution Nos. 675—694 E., dated the 24th April 1908, Engineers recruited from Europe counted service for seniority and promotion from the 1st October of the year of their appointment irrespective of the fact that they landed in India at a later date and commenced to draw pay from that date. On the introduction of the incremental scale of pay it was decided

that for purposes of accrual of increment, these officers should count service from the 1st October of the year of their appointment.

(G. I., F. D., No. 3262-C. S. R., dated 8th June 1911. Dy. G. I. 76.)

265. The Government of India have decided that temporary Accountants whose services have been allowed to qualify for increment of pay under G. I. P. W., No. 185 A. E., dated 7th December 1908, may be allowed to retain the benefit of their past service for increment when transferred to the permanent establishment of accountants.

(G. I., F. D., 1664-F. E., dated 18th March 1911. Dy. G. I. 367. E. B.)

*The same service does not ordinarily count once in a higher and again in a lower appointment.*

266. The same service cannot be twice taken into account for increments once in a lower and again in a higher grade except only in cases where the rules specially provide for this.

(G. I., F. D., 1324, dated 14th March 1887, in case No. 20 of 1901-02.)

*Sub. pro tem. service.*

267. Sub. pro tem. service in a higher grade counts for increments in an officer's substantive appointment.

(G. I., F. D., 539-P., dated 3rd January 1903. Dy. G. I. 388.)

*Temporary Service in the Military Department.*

268. Temporary service in the Military Department does not count towards increment in the Civil Department.

(G. I., F. D., 2176-P., dated 4th May 1900.)

*Deputation on special duty.*

269. An officer while temporarily employed on special duty outside his ordinary work is debarred from counting his service on the temporary duty for increments in his permanent post. The reason for this is that, while so employed he is not, as a rule, acquiring the additional experience for which the incremental pay of his substantive post is granted.

(G. I., F. D., 684, dated 7th February 1883, and G. I., 4854-P., F. D., dated 7th November 1898. Madras.)

270. The substantive incumbent of a progressive appointment, when deputed to a temporary appointment is not, as a rule, entitled to count the period of his deputation in the latter for increment in the former. The principle involved is that an officer, while temporarily employed on special duties outside his ordinary work, is not, as a rule, acquiring, while so employed, the additional experience for which the incremental pay of his substantive post is granted. When, however, an account officer or a clerk from an account office is deputed to examine Treasury Accounts, the considerations on which a general

rule is based do not apply ; in such a case the temporary transfer does not involve loss of efficiency but rather the contrary, and the period of deputation may, therefore, in that case, be allowed to count for increment in the permanent post.

(G. I., F. D., 4854-P., dated 7th November 1898. Dy. G. I. 272.)

271. The question whether a period of deputation on special duty should or should not be allowed to count for increment in an officer's substantive appointment, is one for the decision of the Local Government under whose orders the officer concerned was placed on special duty.

(G. I., F. D., 8010-P., dated 19th December 1904. Dy. G. I. 411.)

#### *Forest Officers.*

272. Increments in the pay of officers of the Imperial Branch of the Forest Service should be reckoned as accruing from the beginning of the calendar month following that in which they are earned.

(G. I., F. D., 884-P., dated 18th February 1908. Dy. G. I. 669.)

#### *Overstay of privilege leave.*

273. The period not exceeding a week by which an officer may overstay his privilege leave should, if the service would otherwise count, be reckoned towards the increments of appointments on progressive salary.

(G. I., F. D., 4926-P., dated 29th September 1900. Dy. G. I. 254.)

#### *Broken period always discarded.*

274. The broken period of a month neglected under Article 151 of the Civil Service Regulations in calculating the date from which the first increment earned by acting service is due must be discarded on every occasion in calculating the date from which such increments fall due.

(G. I., F. D., 2530, dated 20th May 1889. G. I. 132.)

#### *Heads of Departments, etc., may withhold increments.*

C. S. R. 152. 275. The powers of the Local Government to withhold the periodical increments of pay of officers other than ministerial and menial officers under Article 152, Civil Service Regulations, are delegated to Heads of Departments and Commissioners of Divisions in regard to non-gazetted officers subordinate to them.

(B. G., Circular 3-T. F., dated 26th April 1910. Dy. G. B. 605.)

#### *Withholding of increments of Educational officers in ungraded posts.*

276. The Director of Public Instruction is authorised to withhold increments of pay in the case of educational officers in all ungraded posts, the pay or maximum pay of which does not exceed R250 per mensem.

(E. G., G. D., 4021, dated 10th November 1911, with D. P. I.'s 674, dated 15th January 1912. Dy. Ed. 3077.)

*Heads of offices to decide about the postponement of future increments.*

277. Heads of offices are competent to decide on the merits of each case whether the postponement of an annual increment of a progressive pay ordered as a penalty should or should not have the effect of similarly postponing future increments.

(G. I., F. D., 694, dated 11th February 1885. C. I. T.)

*Increment of pay may be granted by the Local Government before the due date up to ₹250.*

278. An increment of pay granted by the Local Government before the due date should not be challenged by the Account Office unless it has the effect of raising the officer's salary above ₹250 a month.

(G. I., F. D., 8330, dated 21st June 1888. Dy. G. I. 187.)

*Officiating officer should draw minimum pay for one incremental period.*

279. An officer whose substantive pay is progressive and who acts in an office of which the pay is progressive, is not entitled to increments in respect of his officiating appointment until he draws as salary the minimum pay of that appointment for one year, as Article 96 restricts him to the minimum pay of his officiating appointment for one year and debars him from receiving a higher salary while officiating in an appointment than he would have been entitled to under Article 157 (a) had he been appointed substantively thereto.

(G. I., F. D., 3559-P., dated 26th July 1895. Dy. G. I. 197.)

*Increment of an officer officiating in another appointment in addition to his own duties.*

280. When an officer is appointed to officiate in another appointment in addition to his own duties, under Article 169, Civil Service Regulations, he does not cease to count the time towards increments in his main appointment although his salary for the time may be regulated by the pay of the other appointment.

(G. I., F. D., 4045-P., dated 30th July 1901. C. I. T.)

*Service in old graded list for increment in progressive personal allowances in the Educational Department.*

281 Past service in the graded list of the Educational Department does C.S. B. 158. not count towards increments in a personal allowance granted under the new Educational scheme, but only towards increments in the regular scale rising from ₹500 to ₹1,000. Such allowances are strictly personal, and when first drawn must be in the lowest stage. The initial allowance drawn by a Principal, who has already served one year as senior Principal, will therefore be ₹250 only and not ₹300.

(G. I., F. D., 616-P., dated 8th February 1897. G. I. 381.)



**Acting Allowances.**

*Officiating service in appointment without acting allowances not to count for increments in that appointment.*

- C. S. R. 155.** 282. The amendment of the Note under Article 155, Civil Service Regulations, effected by corrigendum No. 217, dated 28th September 1906, does not give an officer the right to count for increments in an appointment period during which he acted in it without allowance before Article 99 was cancelled.

(G. I., F. D., 7219-P., dated 31st December 1906. Dy. G. I. 501.)

*Officiating officer's salary not to exceed maximum prescribed in Article 96.*

- C. S. R. 155 (c).** 283. An officer officiating in a progressive appointment is not entitled under Article 155 (c) to salary higher than the substantive pay to which he would have been entitled under Articles 157 and 157A had he been appointed substantively to it.

(G. I., F. D., 3559-P., dated 26th July 1895. Dy. G. I. 197.)

*Fragment of month neglected under Article 151 not to count.*

- C. S. R. 155.** 284. The period neglected under Article 151 when an increment is allowed should not be taken into account for a subsequent increment under the note to Article 155.

(G. I., F. D., 2149, dated 31st May 1892. Madras.)

*Intention of the rule.*

- C. S. R. 155 (c).** 285. Under clause (i) of Article 155 (c), Civil Service Regulations, an officer is entitled to his substantive pay, and clause (ii) only regulates anything additional to that. Consequently clause (i) should not be applied subject to clause (ii) when the effect would be to give an officer salary less than the amount of his substantive pay.

(G. I., F. D., 3048-P., dated 17th May 1907. Dy. G. I. 106.)

*Acting allowance for special services.*

- C. S. R. 155 (c).** 286. So long as the acting allowance is the subject of calculation under Article 155 (c) ii, the pay of the two appointments must be taken at their respective minima, and the acting allowance cannot be allowed to exceed the difference between them. But when the acting allowance thus arrived at proves less than the acting allowance under Article 105 (ii), the latter should be taken as a lump sum acting allowance, subject to the limit of the maximum salary.

(G. I., F. D., letter 1185-P., dated 18th March 1895. Dy. G. I. 431.)

*Officiating service rendered in similar appointments in the same department.*

287. Officiating service rendered in appointments in the same department carrying identical rates of pay and increments shall be considered as service

rendered in the same appointment within the meaning of the note in Article 155 (c), Civil Service Regulations, and shall count for increments.

(G. I., F. D., 3887-P., dated 20th June 1904. Dy. G. I. 129.)

### Initial Pay.

*Appointment on pay above minimum in a progressive appointment.*

288. (1) To appoint an officer to an office the pay of which is progressive on an initial pay above the minimum is equivalent to appointing an officer to an appointment the pay of which is fixed on a higher pay than the fixed pay of the appointment.

C. S. R.  
156.

(2) A Local Government which has power to raise the pay of an appointment may no doubt be held to have power to appoint a particular officer thereto, on pay above the pay fixed for the office; but clearly this is a power, which would rarely, if ever, be expedient to exercise, as to do so contravenes the general principle that the pay of an officer should be fixed on public and abstract grounds and not to suit any individual officer.

(3) The Local Government should only use the power conferred by Resolution No. 751, dated 21st February 1879, in a case in which, if the pay of the appointment were fixed, it would feel justified in giving to the officer pay in excess of the fixed pay. Such a case, it is presumed, occurs seldom, if ever.

(G. I., F. D., 4920-P., dated 29th September 1906. Dy. G. I. 73. E. B.)

*Alteration of initial pay fixed by Secretary of State.*

289. The initial pay of an appointment which has been sanctioned by the Secretary of State cannot be altered by the Government of India without his sanction.

C. S. R.  
156, 157.

(G. I., F. D., 2649-Ex., dated 25th June 1893. C. I. T.)

*When Local Government can fix initial pay at whatever amount it considers proper.*

290. In the case of appointments on progressive salary met from Provincial Revenues, a Local Government has power to fix the initial pay of an officer at whatever amount it considers proper, provided that the pay sanctioned does not exceed Rs250 per mensem.

(G. I., F. D., 5340-P., dated 12th December 1893. C. I. T.)

*An officer without a substantive appointment may count for increments his sub. pro tem. service.*

291. An officer holding no substantive appointment on a permanent establishment appointed sub. pro tem. on such an establishment may draw the increments attached to his post in the ordinary course. The office is substantive for the time being and on confirmation the increments of the appointment will accrue to him as if no change had been made in his tenure of the appointment.

(G. I., F. D., 6090-P., dated 30th October 1906. Dy. G. I. 416.)

*Initial pay how fixed under old rules in cases of officers who officiated before being substantive or sub. pro tem.*

292. If an officer is appointed sub. *pro tempore* or substantively to a progressive appointment in which he has already officiated and has drawn pay in excess of the minimum pay of the appointment, his initial pay should be fixed under Article 156 (1th Edition, old), (157 new) and not under Article 157 (4th Edition, old), (157A new).

(G. I., F. D., 3937-P., dated 14th September 1896. Madras.)

*Sub. pro tem. service treated as officiating.*

C. S. R.  
157.

293. Under Article 90 the status of an officer holding an appointment substantively *pro tempore* is that of an acting officer and substantive *pro tempore* service cannot ever be reckoned as substantive service, but should always be treated as acting service for the purposes of the note to Article 157.

*Treatment of sub. pro tempore services for calculating increments.*

294. Sub. *pro tempore* service, although followed by officiating service not counting for increment, may nevertheless be combined with sub. *pro tem* service subsequently rendered for purposes of increment.

(G. I., F. D., 3084-P., dated 30th May 1908. G. I. 123.)

*Officer not permitted to draw less salary or throw out service in view of prospective gain.*

295. It has also been decided that if promotion acting or substantive *pro tempore* is not to an officer's advantage he may be permitted to decline it without prejudice, but having accepted promotion he cannot be allowed, in view of prospective gain, to draw less than the salary admissible under rule, nor can he be permitted to throw out service which he has actually rendered in any appointment with the object of securing thereby an advantage under the operation of the progressive pay rules.

(G. I., F. D., 3849-P., dated 31st July 1900.)

*Initial pay on confirmation after being sub. pro tem.*

296. The note to Article 157, Civil Service Regulations, should not be held to limit the salary admissible to an officer who is substantive *pro tempore* in a permanent vacancy. When, however, an officer so appointed is confirmed in the higher grade, his substantive *pro tempore* service therein should, under the rule contained in the note to Article 157, be treated as if it were officiating service and his pay be adjusted accordingly.

(G. I., F. D., 2996-P., dated 4th June 1902. Dy. G. I. 81.)

C. S. R.  
157-A.

297. An officer who is confirmed in an appointment after a period of sub. *pro tem.* service in it, should draw on confirmation the salary he received while holding the appointment sub. *pro tem.* and his increments should accrue as if no change has been made in the tenure of the appointment.

(G. I., F. D., 728-P., dated 7th February 1906. Dy. G. I. 205.)

*Sub. pro tem. and officiating service may be combined for calculating increments.*

298. Periods of substantive *pro tempore* and acting service in a progressive appointment may be combined for the purpose of calculating increments, when the officer is confirmed in the appointment.

The rules in Chapter VII of the Civil Service Regulations have not affected section 46 of the Pay and Acting Allowance Code, so far as it allows the combination of periods of acting and substantive *pro tempore* service, but Article 157 of the Regulations precludes such combination from having any effect on increments, unless the salary during the officiating period is the same as during the substantive *pro tempore* period.

(G. I., F. D., 1936, dated 21st April 1890. Dy. G. I. 40.)

299. Officers appointed temporarily to the Indian Educational Service for more than a year, should draw the annual increment belonging to their posts, whether or not they eventually obtain a permanent appointment.

S. of S.'s 152-Public, dated 23rd August 1912, with G. I., F. D., 533-C. S. R., dated 13th September 1912. Dy. G. I. 861.)

300. In a case in which a clerk was substantively transferred from the grade R30—1 (biennial)—40 to the grade R20—2 (biennial)—40 and then substantively retransferred to his original appointment on R30—1—40, it was ruled by the Government of India that service in the appointment on R20—40 as well as previous service in the appointment on R30—40 might be treated as qualifying for increments in the latter appointment.

C. S. R.  
157 (A) (a).

(G. I., F. D., 2692-F. O. & A., dated 27th May 1910. Dy. G. I. 99.)

*How the new progressive pay rules should be applied to cases in which pay had been fixed under the old rules.*

301. A clerk in receipt of R70 a month was appointed on 1st April 1901 to a post on a progressive pay of R60—4—80 a month. Under Article 157 (a) (old) he was allowed to draw R72 and had been counting time for increments as if he had begun on the minimum pay. The question as to how his pay would be regulated under the revised Article 157A having been referred to the Government of India it was decided, that as the clerk had completed nearly three years' service on R72 on the 28th March 1904, when the new rule was introduced, he should be allowed the next higher stage of pay (R76 a month from 1st April 1904, the broken period, from 28th to 31st March 1904, being neglected under Article 151, Civil Service Regulations—the principle involved being that the actual pay drawn by the clerk at the time the new rule was introduced should be taken into account in calculating his increments and he should be allowed to count not more than one year of the time during which he has been drawing that pay towards his next increment.

C. S. R.  
156, 157.

(G. I., F. D., 3421-P., dated 27th May 1904, to the C. G.)

**302.** An officer drawing R175 (fixed) was promoted to a progressive appointment of R120—8—200 (biennial) on 17th August 1903 and was allowed to draw R176 under the old Article 157 (a), Civil Service Regulations. Under the revised Article 157 (b), Civil Service Regulations, read with Article 151, Civil Service Regulations, he is entitled to draw R175 up to the end of August 1905, R176 from 1st September 1905, R184 from 1st September 1907 and so on, because he has not drawn R176 for the full incremental period before the new rules came into force.

(G. I., H. D., dated 10th June 1904, received with 3871-P., dated 17th June 1904.  
Dy. G. I. 121.)

**303.** The Secretary of State has authorised the Government of India to apply the new progressive pay rules with effect from 14th March 1904, to any officer who was substantively appointed to an appointment on progressive pay between 1st April 1903 and 14th March 1904, after having held the appointment sub. *pro tem.* for some time, and who on the latter date, was drawing less pay than he would have drawn had the new rules been in force at the time of his appointment. The concession should be applied not universally but at the discretion of the Government of India, only in cases where the difference of pay involved is considerable; due regard being given to status of the officer affected.

(G. I., F. D., No. 3368-P., dated 17th June 1905. Dy. G. I. 130.)

C. S. R.  
157.

**304.** Officiating service in a progressive pay appointment on salary less than the minimum pay of the appointments occurring between periods of sub. *pro tem.* service in the same appointment with a salary equal to a stage in the pay of the appointment does not act as a bar to the preceding terms of sub. *pro tem.* service being reckoned towards increments.

(G. I., F. D., 3084-P., dated 30th May 1908. Dy. G. I. 78 E. B.)

*Officiating service of I. C. S. officer in Enrolled list, class II, counts for increment on confirmation.*

**305.** The service of a member of the Indian Civil Service officiating in class II of the enrolled list and drawing R1,000 as special minimum, counts towards increment on his confirmation under article 157.

(C. G. No. 5042, dated 25th February 1911. Dy. C. G. 440.)

C. S. R.  
157-A.

**306.** An officer transferred to an appointment on progressive pay, the maximum pay of which is less than his pay in the old appointment, may draw on appointment the maximum pay of the new post.

(G. I., F. D., 7171-P., dated 22nd December 1906. Dy. G. I. 255 and this office T. 3, 1892, dated 6th December 1906.)

*Pay of Mohurirs of Bengal Deputy Collectors how regulated on re-employment.*

C. S. R.  
157-B (a).

**307.** The Government of India have sanctioned the application of Article 157-B(a) of the Civil Service Regulations, to the Mohurirs on the establishment of Deputy Collectors in Bengal who lose their appointments by the

abolition of their posts, and are subsequently re-employed in similar or other appointments under Government.

(G. I., F. D., 1624-P., dated 8th April 1895. Dy. G. I. 12.)

NOTE.—The above ruling is inapplicable to the case of Mohurirs who are not on the establishments of Deputy Collectors in Bengal, as for instance Mohurirs on Munsiffs' Establishment. •

(G. I., F. D., 3327-F. O. and A., dated 27th June 1910. Dy. G. I. 150.)

**308.** The words "Old pay" as used in Article 158, Civil Service Regulations, should, in the case of profession pay, be interpreted as meaning "the pay of the old appointment with its increments."

(Vide G. I., F. D., 2945-C. S. R., dated 13th May 1911. Dy. G. I. 92, filed in Bl. No. T. B. 64 of 1910-11.)

### Time spent on Leave and under Suspension.

#### *Progressive local allowance.*

**309.** Time spent on privilege leave does not count as service for increment in the case of a progressive local allowance.

C. S. R.  
159.

(G. I., F. D., 3132-P., dated 19th July 1897, C. I. T.)

#### *Progressive local allowance.*

**310.** If an officer draws a local allowance while on privilege leave, the time counts as service for increment, if the local allowance be progressive.

(A. G.'s decision dated 25th March 1912 in Bundle <sup>G. A.</sup><sub>716</sub> of 1911-12.)

NOTE.—The period not exceeding a week by which an officer may overstay his subsidiary leave and joining time should, if the service would otherwise count, be reckoned towards increments in appointments on progressive pay.

#### *Increments under Time-scale.*

**311.** Leave without allowances and overstayals of privilege leave which occurred prior to the introduction of the time-scale count towards increment.

In regard to leave without allowances taken by officers while on a time-scale of pay or periods by which they overstay privilege leave, the general rule is, as implied in this article, that such periods do not count towards increments but Local Governments and Departments of the Government of India exercising the powers of a Local Government, may exempt an officer, at their discretion, from the operation of the rule on proof being furnished to them that the extraordinary leave was taken on account of illness or other cause beyond the officer's control.

(S. of S.'s 43-Finl., dated 28th March 1909, received with G. I., F. O. and A., 1938, dated 23rd April 1909. Dy. G. I. 23.)

**312.** Any leave without allowances taken by officers of the time-scale services prior to the date on which they came on to a time-scale of pay should count as increment-earning service in determining their initial pay, but readjustment in respect of back pay of such officers should not be made and recoveries should be made of any sums which may already have been paid to them by way of adjustment before the issue of these orders.

(G. I., F. D., 42 O-F. O. and A., dated 24th August 1909. Dy. G. I. 203.)

C. S. R.  
159.

313. The period not exceeding a week by which an officer may overstay the privilege leave counts towards increments, if the service would otherwise count.

(G. I., F. D., 4920-P., dated 29th September 1910. Dy. 173.)

*Service for increments of officers while under training.*

C. S. R.  
160-A.

314. The power under this article is delegated to the Director of Public Instruction.

(*vide* B. G. I. D., 3987-F.—4022, dated 20th November 1911. Dy. G. B. 5476 and G. I., F. D., 5821-P., dated 24th November 1909. Dy. G. I. 430.)

315. The power vested in the Local Government by Article 160-A may be delegated to the Director of Public Instruction.

(G. I., F. D., 5821, dated <sup>10th</sup>/<sub>24th</sub> November 1909. Dy. G. I. 205)

## Chapter VIII. Combination of Appointments and Salaries.

### Charge of Current Duties.

*Pay not fixed*

316. When the pay of an appointment is not fixed but depends on the rank of the officer holding it for the time being, charge allowance should be calculated with reference to the rule in Article 39.

(G. I., F. D., 523-P., dated 31st January 1896. Dy. G. I. 126.)

*Police appointments.*

C. S. R.  
161.

317. The minimum charge allowance of Rs100 [admissible under Article 161, Civil Service Regulations, is no longer applicable to Police officers in Bengal as it has been ruled by Government that appointments in the Bengal Police are no longer in practice open to members of the Indian Civil Service or Military Officers.

(B. G. 1730-A., dated 7th April 1893. Dy. G. B. 127.)

(G. I., F. D., 5660-P., dated 13th October 1905. Dy. G. I. 339.)

*Officers of the Civil Veterinary Department.*

318. The Government of India have delegated to Local Governments the power of granting charge allowances to officers of the Civil Veterinary Department serving under their orders, when such allowances are admissible under rule.

(G. I., R. and A. D., 11-81-1, dated 21st May 1907, received with G. I., F. D., 3327-P., dated 29th May 1907. Dy. G. I. 131.)

**Forest Appointments.**

*Holding charge of a Division in addition to one's own duties.*

**319.** When an officer of another department is appointed to hold temporary charge of a Forest Division in addition to his own duties, the Local Government has been empowered to fix a sum not exceeding R100 as his charge allowance.

C. S. R.  
161.

(G. I., R. and A. D., Circular 13-F., 150-2, dated 3rd June 1908, with G. I., F. D., 3560-P., dated 16th June 1908. Dy. G. I. 159.)

"Secretary of State's 103-R., dated 4th September 1908, received with G. I., F. D., No. 5489-P., dated 28th September 1908. Dy. G. I. 357."

**320.** Pending the reorganisation of the Provincial Forest Service, the Local Government may sanction a charge allowance not exceeding R50 a month to an Extra Assistant Conservator placed in charge of a division in addition to his own duties as Sub-Divisional Officer, owing to a vacancy in the Imperial Forest Cadre.

(G. I., F. D., No. 570-F. O. & A., dated 3rd February 1900. Dy. G. I. 563.)

**General.**

*Allowances of an officer substantive in one appointment officiating in another and holding charge of the current duties of a third appointment.*

**321.** The case of an officer holding a substantive appointment under Government and officiating in another appointment, and at the same time appointed to hold charge of the current duties of a third appointment should be governed by Articles 161 and 162 of the Civil Service Regulations; the officer can accordingly draw charge allowance in addition to salary.

C. S. R.  
161, 162.

(G. I., F. D., No. 2177, dated 31st December 1879. E. B. & A.)

*No charge allowance in cases of appointments on the same establishment.*

**322.** In a case referred by the Punjab Government, in which the second clerk of a Commissioner's office was appointed to do the work of another clerk in the same office in addition to his own duties, the Local Government was desirous of regranting the officer a charge allowance under Articles 161 and 162 of the Civil Service Regulations, but it was decided by the Government of India that Article 169 prevented the grant of either a charge or officiating allowance, in cases falling under Articles 161 and 162 of the Regulations.

(G. I., F. D., No. 4399-P., dated 16th October 1893. Dy. G. I. 231.)

**323.** The charge allowances mentioned in Article 163 are subject to the restrictions imposed by Article 162 under which the salary (*i.e.*, pay *plus* charge allowance) should never exceed the salary which the officer would receive for officiating in the office unless the Local Government makes the declaration indicated in Rule 1 under Article 168.

C. S. R.  
163.

(G. I., F. D., No. 928 P., dated 7th March 1893. C. P.)



*Administrative charge of a District Jail.*

**324.** The Government of India, Home Department, Resolution dated 28th August 1889, fixing the scale of remuneration for the administrative charge of District Jails for all provinces does not apply to Bengal.

(G. I., F. D., No. 4483, dated 2nd September 1889. Dy. G. I. 351.)

*Temporary Engineers (P. W. D.) holding executive charge of two Divisions.*

**325.** The Local Government is authorised to sanction the grant of charge allowances to temporary Engineers under the provisions of Article 163 and Appendix 6 of the Civil Service Regulations, while holding executive charges of two divisions.

(G. I., P. W. Circular 1, dated 6th January 1911, with F. D., 1188 C. S. R., dated 10th March 1911. Dy. G. I. 355. E. B. & A.)

**C. S. R.  
164.**

**326.** (1) An officer vested with the powers of the Superintendent of Jail under section 62 of the Prisons Act IX of 1894 during the absence of the Superintendent on tour is not entitled to any charge allowance, since an allowance for holding charge of the current duties of an office is not admissible unless the office is vacant.

**C. S. R.  
165.**

This Article applies to Bengal except with regard to classification and rates of allowances.

(A. G.'s decision, dated 1st August 1910, in U. O. Case No. 218 of 1910-11 and see Case No. 26 of 1908-09.)

*Heads of Departments, etc., may grant charge allowances.*

**C. S. R.  
166.**

**327.** The powers of the Local Government to grant the local allowances attached to an office to an Officer placed in charge of the current duties of that office under Article 166, Civil Service Regulations, are delegated to Heads of Departments and Commissioners of Divisions in respect of the officers whom they are authorised to place in charge of such current duties.

(B. G. Circular 3-T. F., dated 26th April 1910. Dy. G. B. 605.)

**Permanent Arrangements.***Privates as Church clerks.*

**C. S. R.  
167.**

**328.** Privates (soldiers) can be employed as church clerks without the special sanction of the Government of India.

(G. I., F. D., No. 4361-P., dated 30th August 1894. Dy. G. I. 188.)

**Temporary Arrangements.***Heads of Departments, etc., may appoint officers to hold plural appointments and regulate their pay.*

**C. S. R.  
168.**

**329.** The powers of the Local Government to appoint one Officer to hold substantively, as a temporary measure, or to officiate in two or more

independent appointments at one time and to regulate the allowances of such an officer within prescribed limits under Article 168, Civil Service Regulations, are delegated to Heads of Departments and Commissioners of Divisions in respect of appointments which it is within their power to make.

(B. G. Circular 3-T. F., dated 26th April 1910. Dy. G. I. 605.)

*An officer on special duty appointed to act in another appointment.*

**330.** An officer deputed on special duty may be appointed to act in another appointment in addition to his special duty and may be allowed salary for both the duties calculated under Article 168 of the Civil Service Regulations.

(G. I., F. D., No. 2011-P., dated 18th April 1901. Dy. G. I. 23.)

*An officer on foreign service appointed to act in another British appointment.*

**331.** It is within the competence of the Local Government to appoint an officer whose services have been lent to a Foreign State to officiate in an appointment under the British Government in addition to his own duties in foreign service, the allowances being regulated by Article 168 of the Civil Service Regulations.

(This office No. 4163-G. A. D., dated 27th May 1892.)

*Dual appointment in Foreign Service.*

**332.** In the case of an officer holding simultaneously two or more similar appointments in foreign service of the first kind his salary should be calculated in accordance with the terms of Article 168.

(G. I., F. D., No. 987, dated 19th February 1890. Dy. G. I. 482.)

### Medical Appointments.

*Combination of medical appointments.*

**333.** The Accountant General, Madras, having referred to the Government of India, the question as to the salary admissible to Surgeon-Major J. Smyth, Resident Surgeon, General Hospital, and acting Fort Surgeon while officiating as Surgeon, General Hospital, in addition to his own duties as acting Fort Surgeon, the Government of India replied that under Article 170, Rule 1 of the Civil Service Regulations, the acting allowance of each appointment held by Dr. Smyth is fixed by military rules of calculation; but the terms of the combination of the appointments are those laid down in Article 168 of the Civil Service Regulations.

By military rules of calculation Dr. Smyth's salary would be—

	R
(a) As acting Fort Surgeon . . . . .	925 .
(b) As acting Surgeon, General Hospital . . . . .	925

but under the operation of clause (ii) of Article 168 of the Civil Service Regulations, his salary is restricted to R1,050 (the pay of each of the acting

appointments). If, however, the proviso in that clause were dispensed with by the Local Government, he could be granted a salary of R925 *plus* such an amount as the Local Government might fix not exceeding half of R925.

(G. I., F. D., No. 3938-P., dated 14th September 1896.)

**334.** A commissioned medical officer when appointed to officiate in another appointment, in addition to his own duties, is entitled to allowance under Article 168, but the calculation is regulated by Article 116. If such an officer is appointed to be in charge of the current duties of another office in addition to his own office, he is entitled to charge allowance under Article 161.

(A. G., Madras, No. 3178—6511, dated 25th September 1901. C. P.)

**335.** When a Civil Surgeon of one district is appointed to act as Civil Surgeon of another district, in addition to his own duties, the case may be dealt with under Article 168, Civil Service Regulations.

(A. G.'s reply, dated 17th February 1914 in U. O. case No. 981 of 1913-14, filed in Bl. G. A.-545 of 1913-14.)

*Chief Superintendents of the Civil Veterinary Department.*

**C. S. R.** **36.** Chief Superintendents of the Civil Veterinary Department in provinces where two or more Superintendents are employed should be eligible for the extra allowances contemplated by this Article when placed in charge of the Circle of a Junior Officer in addition to their own duties.  
**161, 168.**

(S. of S. Rev. 35, dated 20th March 1908, with G. I., F. D., 2103-L., dated 16th April 1908. Dy. G. I. 30.)

**Appointment on the same Establishment.**

*"Same establishment" defined.*

**C. S. R.** **337.** The question whether any two appointments are, in the words of Article 169, "on the same establishment" turns not upon the status of the appointments, but upon the nature of the duties to be performed in each. There are numerous cases of officers on different gradation lists, serving side by side who undoubtedly belong to the same establishment. Thus, in the Revenue line, Assistant Collectors and Deputy Collectors of a District, or, in a Secretariat, the Under Secretaries, and Assistant Secretaries, though they belong to different services, are held to be on the same establishment and Article 169 is applied to such cases. Similarly it has been held that a Director of Public Instruction, an Inspector, and an Assistant Inspector of Schools belong to the same establishment.  
**169.**

(G. I., F. D., No. 1783-P., dated 23rd April 1895. Dy. G. I. 31.)

*"Entire" charge as opposed to charge of 'current' duties.*

**338.** Articles 167 to 169, govern the allowances admissible to an officer for the entire charge of two appointments while Articles 161 and 162 regulate

the allowances admissible for the entire charge of one appointment and the charge of current duties of another.

(G. I., F. D., No. 1351, dated 19th March 1889. Dy. G. I. 829.)

*"A District and Sessions Judge placed in charge of current work of another."*

**339.** The restrictions prescribed in Article 169, Civil Service Regulations, do not apply to a District Judge placed in charge of the current work of another District Judge in addition to his own duties.

(G. I., F. D., No. 522-P., dated 31st January 1896. E. B. & A.)

*A "District Superintendent of Police performing the additional duty of Railway Superintendent of Police."*

**340.** The restrictions prescribed in Article 169, Civil Service Regulations, do not apply to a District Superintendent of Police appointed to perform, in addition to his own, the duties of another District Superintendent in charge of Railway Police.

(G. I., F. D., No. 522-P., dated 31st January 1896. E. B. & Assam.)

*Curator acting as Superintendent, Botanical Gardens.*

**341.** The case of an officer holding substantively the appointment of Curator of the Herbarium, Botanical Gardens, acting as Superintendent, has been held to come under Article 168 and not under Article 169, Civil Service Regulations, as the duties of the two appointments are different.

(B. G. No. 96-T. F., dated 25th June 1888. Dy. G. B. 1093.)

*Deputy Superintendent and Mill Manager, Alipore Jail.*

**342.** The posts of the Deputy Superintendent and the Mill Manager, Alipore Jail, should be held to be on separate establishments.

(G. B. No. 6247, dated 10th January 1903.)

*An officer doing the additional work of a Subordinate should not get any allowance.*

**343.** The restrictions prescribed in Article 169, Civil Service Regulations, apply to a Conservator of Forests discharging the duties of a Divisional Officer subordinate to him. As a matter of principle an officer doing the work of his subordinate in addition to his own duties should not get any extra allowance for the additional work.

(G. I., F. D., No. 6897-P., dated 1st November 1904. Dy. G. I. 845.)

*Deputy Sanitary Commissioner and Assistant Surgeon on anti-cholera inoculation duty.*

**344.** The appointments of Deputy Sanitary Commissioner and Assistant Surgeon on anti-cholera inoculation duty should be held to be on separate establishments.

(G. B. No. 1775-T. M., dated 25th July 1905. Dy. G. B. 2024.)

*Resident Surgeons, Medical College Hospital and Eden Hospital.*

**345.** The Bengal Government have accepted the opinion of the Inspector-General of Civil Hospitals that the posts of the Resident Surgeons of the Medical College Hospital and the Eden Hospital respectively are not on the same establishment.

(B. G. 1001-T. M., dated 9th June 1906. Dy. G. B. 1189.)

### Civil Surgeoncy.

*Exchange compensation allowance admissible on the additional allowance.*

**C. S. R. 170.** **346.** Exchange compensation allowance is admissible on the allowance of ₹100 drawn by a Regimental Medical Officer when in charge of a civil station in addition to his own duty.

(G. I., No. 371-F., Mil., dated 8th February 1898, commd. with G. I. No. 903-Ex., F., dated 22nd February 1898. Dy. G. I. 396.)

*Warrant Medical officer's allowance.*

**C. S. R. 170, 171.** **347.** The allowance granted under Articles 170 and 171, Civil Service Regulations, for the additional charge of a civil station when held by a Warrant Medical Officer should be less than that (*viz.*, ₹100) admissible to a Commissioned Medical Officer.

(G. I., F. D., No. 5219-Ex., dated 31st October 1895. Dy. G. I. 318.)

*The allowances are local allowances.*

**348.** The allowances granted under Articles 170 and 171, are local allowances and should be treated accordingly, but exchange compensation is admissible on the allowance given under Article 170.

(G. I., F. D., No. 903-Ex., dated 22nd February 1898. Dy. G. I. 396; F. D., 5219-Ex., dated 31st October 1895. Dy. G. I. 318.)

### Cantonment Magistrate.

*A Civil and a Military Officer jointly appointed as Cantonment Magistrate.*

**C. S. R. 173.** **349.** When a Civil and a Military Officer are jointly appointed to conduct the work of a Cantonment Magistracy, as a temporary arrangement, and in addition to the work of their own appointments, the allowance of ₹100, admissible under Article 173, Civil Service Regulations, may be divided equally between them.

(G. I., F. D., No. 6338-Ex., dated 19th December 1900. Dy. G. I. 341.)

**350.** Article 174 is intended to regulate the allowances for his civil duties of a military officer appointed to officiate in a civil office without being relieved of his military duties, and cannot be applied to cases of substantive appointments even if they are made as temporary measures. In such cases any special allowance given for the civil duties should be debited to the civil department while the military pay should be debited to the Army head. The same mode of adjustment should be followed as regards cases falling under Article 174, viz., the whole military pay should be charged to the military estimates and the additional allowance only granted under Article 174 to the civil estimates.

C. S. R.  
174.

(G. I., F. D., No. 1353-C. S. R., dated 16th December 1913. Dy. G. I. 539.)

*Sole charges.*

**351.** Article 173, Civil Service Regulations, applies only to those Cantonment Magistracies which are sanctioned as sole charges and the allowances of Military Officers doing duty as Cantonment Magistrates in addition to their military duties, in those stations which are not sanctioned as sole charges are not therefore regulated by this Article. In these cases the allowances are fixed for each station by special orders in each case and need not necessarily be Rs100 a month. These allowances are therefore local allowances and exchange compensation allowance is inadmissible thereon.

C. S. R.  
175.

(G. I., F. D., No. 3000-Ex., dated 15th June 1894. Dy. G. I. 106.)

## Chapter IX.—Joining Time.

*Change of office.*

**352.** Commissioned Medical and Military Officers joining appointments in the Civil Department are subject to the same rules as officers proceeding from one appointment in the Civil Department to another.

C. S. R.  
175, 178.

(G. I., F. D., No. 1659, dated 17th March 1882. E. B. & A.)

**353.** In calculating joining time the date on which charge has been completely taken over is taken as the date of assumption of office.

Joining time is not admissible in cases where the change of appointment does not involve an actual change of office.

(G. I., F. D., No. 3136-P., dated 29th June 1900. Dy. G. I. 107.)

*Local Government to decide whether there is change of office.*

**354.** In cases of doubt the Local Government should decide whether there is a change of office or not.

(G. I., F. D., No. 6366-P., dated 17th November 1905. Dy. G. I. 396.)

**355.** The Government of India orders of 1900 and 1905 quoted above refer to clerks only and not to Gazetted officers.

(A. G.'s orders, dated 10th March 1910, passed in U. O. Case No. 497 of 1909-10.)

*Change of Station.*

**C. S. R.  
176, 177.**

**356.** If an officer, after transfer, continues to live in the same place or locality as he did before he was transferred, then the transfer is held to have involved no change of station within the meaning of Article 177, Civil Service Regulations, and therefore joining time calculated under that Article is inadmissible.

(G. I., F. D., No. 2033-P., dated 8th May 1895. E. B. & A.)

**357.** The question whether joining time should be calculated in the case of an officer, transferred from Calcutta to Alipur, or *vice versa* under Article 176, or under Article 177, of the Civil Service Regulations, is one of fact. If an officer dwells in Calcutta both before and after the transfer, then the transfer does not involve a change of station within the meaning of Article 177, and joining time is not admissible under that Article but under Article 176.

(G. I., F. D., No. 2033-P., dated 8th May 1895. Dy. G. I. 68.)

**C. S. R.  
177.**

**358.** A change of Ecclesiastical districts within a station is no "change of station" within the meaning of Article 177, to entitle an officer to the full joining time admissible under that article :—

A chaplain was transferred from the charge of St. James Church, Calcutta, to the Chaplaincy of Kidderpur. The Archdeacon contended that the transfer involved a change of residence and claimed full joining time admissible under Article 177; but the Government of India ruled that the transfer did not involve a change of station within the meaning of Article 177, and allowed one day's joining time under Article 176, Civil Service Regulations.

(G. I., F. D., No. 2032-P., dated 8th May 1895. E. B. & A.)

**C. S. R.  
176, 177.**

**359.** Full joining time is admissible to an officer transferred from Chitpur to Calcutta, provided the transfer involves a change of residence, the Municipal areas of the two places being different.

(A. G.'s order, dated 8th April 1910, filed with letter Dy. Mdd. 34, dated 5th April 1910.)

**360.** The joining time admissible to an officer transferred from one Province to another, who is required to report himself to the head of his Department before being posted to any particular station in the interior should be regulated by Article 177 and not Article 184 as the fact of the officers reporting himself to the office of the head of his Department does not constitute taking charge of any duty.

(G. I., F. and C. D. 4409-P., dated 11th October 1893, read with G. I., F. D., 5276-P., dated 22nd August 1907. Dy. S. A. Gaz. 896. E. B. & A.)

**Maximum.***Sundays included in the maximum.*

**361.** The maximum of 30 days' joining time under Article 177, is an absolute maximum and Sundays not actually spent in travelling must be included in the period. **C. S. R. 177.**

(G. I., F. D., No. 412-Fin., dated 2nd May 1898. Madras.)

*Joining time on fractions of road journey performed on the last day.*

**362.** One day's joining time is admissible for any fraction of 15 miles travelled by road on the last day of a journey.

(G. I., F. D., No. 7951-P., dated 16th December 1904. Dy. G. I. 405.)

*Joining time when charge is not taken at Head-Quarters.*

**363.** The concession referred to in this Article is also applicable to the case of an officer who takes over charge of his office at a place other than the head-quarters under Article 53. **C. S. R. 179.**

(D. A. G.'s orders, dated 27th February 1901. Madras.)

**Extensions.***Transfer during vacation.*

**364.** An officer on transfer during a vacation is permitted to join at the end of vacation, although the usual joining time is thereby exceeded. **C. S. R. 180.**

(G. I., F. D., No. 8130, dated 22nd July 1897. Dy. G. I. 160.)

**365.** This ruling applies to officers of the Provincial Judicial Department and to Educational officers enjoying regular vacations.

(B. G., A. D., No. 4011-A., dated 21st November 1905. G. B. 4583.)

*Imperial Custom Service.*

**366.** The Government of India have decided that Local Governments should exercise in respect of officers of the Imperial Customs Service the powers conferred by this Article.

(G. I., F. D., No. 25-P., dated 5th January 1909. Dy. G. I. 502.)

**When leave intervenes.***Privilege leave to be reduced by joining time admissible.*

**367.** In the case of an officer whose appointment is changed while on privilege leave, the full joining time admissible under the rules should be allowed irrespective of the date on which the orders of transfer were received. **C. S. R. 182.**



by the officer concerned. Should the officer join his new appointment before the expiry of the privilege leave sanctioned *plus* the joining time admissible, the period short taken should be considered as privilege leave, and not joining time, not enjoyed, and a corresponding portion of the privilege leave sanctioned should be considered as cancelled without any reference to the authority which granted the leave.

(G. I., F. D., No. 5119-P., dated 4th October 1901. Dy. G. I. 81. E. B. & A.)

*Transfer during privilege leave with permission to affix holidays to it.*

**368.** An officer was transferred during privilege leave to which he had been allowed to add holidays.

The period treated as leave was reduced in accordance with G. I., F. D., No. 5119-P., dated 4th October 1901, as it was considered that there was no objection to taking privilege leave *plus* joining time and holidays.

(A. G.'s decision, dated 26th October 1911, in the case of Mr. Preston of the J. E. S.)

*"Furlough on medical certificate" includes medical leave under the Indian Service Leave Rules.*

**C. S. R.  
183.**

**369.** The expression "Furlough on medical certificate" as used in this Article is intended to include "Leave on Medical Certificate" under the Indian Service Leave Rules.

(G. I., F. D., No. 6182-C. S. R., dated 13th October 1911. Dy. G. I. 411.)

### Appointment Changed.

*Six days for preparation not again admissible.*

**C. S. R.  
184.**

**370.** A second period of six days for preparation should not be included in the joining time of an officer whose appointment is changed while he is in transit from one appointment to another.

(G. I., F. D., No. 4795-P., dated 2nd November 1896. Dy. G. I. 278.)

*Officer on transfer to another Province via seat of Government should apply for an extension of joining time.*

**371.** In the matter of the joining time admissible to an officer transferred from one province to another, who is required to report himself to the head of his Department at the seat of Government, before being transferred to any particular station in the interior, the Government of Bengal held that an extension of joining time may be granted under the spirit of Article 184 of the Civil Service Regulations. This office differed from this view, and observed that, although the circumstances are somewhat analogous, yet the provisions of that article are not applicable to such cases, and that Article 180 of the Civil Service Regulations might be applied when the joining time allowed, under Articles 177 and 178, is exceeded. The Government of India decided that the view taken by this office was correct.

(G. I., F. D., No. 4409-P., dated 11th October 1893. Dy. G. I. 238.)

**372.** When an officer's appointment is changed during privilege leave out of India the joining time should count from the port in India at which he landed, if that is less than if counted from the station at which he last served, thereby indicating that in dealing with questions of joining time, circumstances that happen in India can alone be taken into account.

(G. I., F. D., No. 6886-P., dated 13th December 1905. C. P.)

#### Allowances.

*Officers of the Indian Medical Service deputed from regimental to famine duty.*

**373.** The joining time allowances of the officers of the Indian Medical Service deputed from regimental to famine duty should be governed by Article 185, Civil Service Regulations, and not by Military rules (Article 534, A.R.I., 1898, Vol. I, Part I.)

C. S. R.  
185.

(G. I., F. D., No. 2220-Ex., dated 21st May 1897. E. P. & A.)

*Transit pay of an Indian Medical Service Officer while coming to officiate or while officiating in the Civil Department.*

**374.** A reference having been made to the Government of India as to how the allowance of a Commissioned Medical Officer should be regulated (a) if while holding an appointment, whether substantive or officiating, in the Military Department, he is appointed to officiate in an appointment in the Civil Department, and (b) if he is transferred in the Civil Department from one officiating appointment to another on neither of which his lien is superior to that of the officer relieving or relieved by him, it was directed that in both cases the salary should be regulated by Article 185, Civil Service Regulations, and that in case (b) the officer should be admitted to the pay and staff salary, if any, of his substantive appointment in the Military Department, on which he retains a lien under Article 282, Army Regulations, India, Volume I, Part I (old edition).

(G. I., F. D., 6132-P., dated 7th October 1903, to the C. I. T., copy received with A. G. 52, dated 6th April 1910.)

*Transfer from one officiating appointment to another.*

**375.** In applying Article 185, Civil Service Regulations, to a commissioned medical officer transferred from one officiating appointment to another, the nature of his lien in either of these appointments only will determine whether acting allowance is admissible. The fact that during the period of such an officer's transit his juniors in the service or any Civil Assistant Surgeons are officiating as Civil Surgeons or are temporarily in civil medical charge of districts does not affect the case.

(G. I., F. D., No. 5266-P., dated 7th October 1902. Dy. G. I. 254.)

**76.** An officer transferred from one officiating appointment to another is entitled to acting allowance while in transit, if he has a superior lien on either

of the officiating appointments to that of the officer relieved by or relieving him. The question of the acting allowance of such an officer is thus determined solely with reference to the relative positions of the three officers concerned in the particular transfer of charge; and the fact that an officer junior to the officer so transferred happens to be acting elsewhere at the time has no bearing on the acting allowance of the latter.

(G. I., F. D., No. 1667-P., dated 15th April 1903. Dy. G. I. 22.)

*Grain compensation allowance during transit.*

**377.** Grain compensation allowance may be allowed during transit when both the appointments carry the allowance, subject to the proviso in Article 185.

[Vide this office Pol 87, dated 14th May 1908 and A. G. B.'s T. M. 164, dated 25th May 1908. Dy. A. G. 153.]

**378.** Officer on special duty drawing pay as if acting in higher grade than that of substantive appointment.

An officer on special duty, although his pay is calculated as if he were acting in a grade higher than that of his substantive appointment, has not an officiating appointment for the purposes of this Article.

(A. G.'s decision, dated 25th July 1910, in case of Mr. A. W. Watson, I.C.S., filed with G. A. 1074, dated 1st August 1910)

*Settlement Allowances.*

**379.** The special allowances drawn by members of the Provincial and Subordinate Civil Services in Bengal, who are appointed to Settlement work, are local allowances given for work done and not for belonging to the Settlement Department and therefore under Article 185, Civil Service Regulations, they cannot be drawn during transit.

(G. I., F. D., No. 1272-P., dated 19th March 1897. Dy. G. I. 435.)

*Transfer from one substantive to another substantive or officiating appointment or vice versa.*

**380.** The proviso in Article 185, Civil Service Regulations, applies only in cases of transfer from one officiating appointment to another.

(A. G.'s decision, dated 25th February 1910, filed with L. B. 972, dated 24th February 1910.)

*Assistant Surgeons.*

**381.** During the period which intervenes between an Assistant Surgeons' employment in one situation and his appointment to another, he draws the pay of his rank, unless his removal from his last appointment be caused by some fault of his own.

*Local Fund employé transferred to join a Government appointment.*

**382.** A Local Fund employé transferred to act in an appointment under Government is entitled to transit pay subject to the provisions of this Article.

(G. I., F. D., No. 1133-P., dated 22nd February 1905. Dy. G. I. 512.)

*Certain Probationers entitled to draw transit pay.*

**383.** Probationary Sub-Registrars, Probationary Deputy Magistrates Collectors and Probationary Sub-Deputy Magistrates Collectors are entitled to draw transit pay on the occasion of their transfer from one station to another and the special orders of Government are not required in each case.

C. S. R.  
188.

(B. G., Pol. D., 1966-P., dated 15th March 1907. Dy. G. B. 5626.)

*Officer without Substantive Appointment.*

**384.** The sanction of the Local Government is necessary to enable an officer (*e.g.*, District Munsif) who has no substantive appointment to draw acting allowances during transit.

(G. I., F. D., No. 2325-P., date 22nd May 1897.)

**385.** It is also necessary in the case of men who are appointed *sub. pro tem.* in a vacancy and are transferred from one station to another during the period of their substantive *pro tempore* tenure.

(Madras.)

*Temporary employes.*

**386.** Temporary employes are not ordinarily entitled to transit pay, but when a temporary officer is transferred in the interests of the public service and retains a lien on his temporary appointment, he may be treated in the same manner as an officer holding an officiating appointment for the purpose of Article 188, Civil Service Regulations, and transit pay be passed to him under the orders of the Local Government.

(G. I., F. D., No. 2568-P., dated 14th May 1911. Dy. G. I. 69.)

*Assistant Jailors.*

**387.** Officiating Assistant Jailors, having no substantive appointments under Government, when transferred from one Jail to another are allowed to draw during transit the allowances admissible under this Article.

(G. B. No. 2708-P., dated 22nd December 1898. Dy. G. B. 3948.)

**388.** In calculating the allowance admissible under Article 188, Civil Service Regulations, to an officiating officer during transit, who has no substantive appointment and who is not in the Indian Civil Service or the Army, the proviso of Article 185, Civil Service Regulations, should not be applied.

(A. G.'s ruling in Babu Aditya Prasad's case.)

*Officiating Munsiffs transferred within the District entitled to transit pay.*

**389.** When an Officiating Munsiff appointed in general terms to a district is transferred on public grounds and not at his own request from one Munsiff to another in the same district his transit pay may be passed without further sanction of Government.

(B. G., No. 2250-A., dated 12th August 1882. Dy. G. B. 2004.)

*Extent of Application.*

**390.** This article is not intended to apply to officiating officers who on their transfer would lose their appointments but to those only who though acting are *quasi*-permanently attached to the public service.

(G. I., F. D., No. 1062-P., dated 28th February 1900. Burma.)

*Deputy and Sub-Deputy Collectors.*

391. All officiating and substantive *pro tempore* Deputy Magistrates, Deputy Collectors and Sub-Deputy Collectors having no substantive appointment under Government may draw during their transit on transfer from one appointment to another, the allowance to which they would be entitled under Article 185, Civil Service Regulations.

(G. B., A. D., No. 242-A., dated 10th January 1899. Dy. G. B. 4173.)

*Local Government can delegate its power to Revenue authorities in the matter of Subordinates of the Survey Department.*

392. The Local Government is authorized to delegate to such Revenue authority of not less standing than a Commissioner or a Director of Land Records as is considered desirable, the power of sanctioning without reference to the Local Government the grant of transit pay and allowance to temporary subordinates of the Survey Department, or where there is no Survey Department, of the Settlement Department.

(G. I., F. D., No. 656 P., dated 5th February 1906. Dy. G. I. 522.)

C. S. R.  
190.

*Proviso of Article 185 not to be applied.*

393. Inferior servants, if transferred in the interests of the public service, may be allowed to draw pay during transit.

(G. I., F. D., 1820-P., dated 18th March 1904. Madras *Vide* also reference No. T. M.-768 of 1902-03, Bengal.)

## Chapter X.—Officers Dismissed, Suspended or Imprisoned.

### Other Officers.

*Exchange compensation allowance not admissible on subsistence allowance.*

C. S. R.  
192(a).

394. Exchange compensation allowance is not admissible on subsistence allowance drawn under Article 193(a), Civil Service Regulations, for the period of suspension pending enquiry into alleged misconduct.

(G. I., F. D., No. 15696-Ex., dated 22nd November 1894. Dy. G. I. 285.)

*Horse or Conveyance allowance when payable to an Officer during the period of suspension*

C. S. R.  
193(b).

395. An officer released from suspension, who is granted full salary for the period of suspension under Article 193 (b) (i), Civil Service Regulations, and who, before suspension, was in receipt of a horse or conveyance allowance or of a local allowance or of both, may be permitted by the Local Government to draw the allowance or allowances for the period of suspension, in any case in which it considers the concession justifiable.

(G. I., H. D., 509, dated 8th June 1910, with G. I., F. D., 8110-F. O. & A., dated 17th June 1910. Dy. G. I. 141.)

## PART III.—LEAVE RULES.

## Chapter XI.—General Conditions of Leave.

## Section I.—General Rules.

## Extent of Application.

## Officers serving under Agreement.

396. The orders contained in note 2 to Article 196, Civil Service Regulations, should be considered only in dealing with cases of leave granted to Educational and other Officers who come out to serve in India under agreement with the Secretary of State and are intended apparently to apply to cases of leave granted by the Local Government to such officers who have less than five years' service. In such cases the terms of their agreement with the Secretary of State should be referred to and Local Governments' attention drawn to the facts.

C. S. R.  
196 note.

(G. I., F. D., No. 721, dated 9th February 1883.)

## Discretion of Government.

397. The circulars printed as clause (c) of Article 197 contain instructions for Local Governments connected with the exercise of their discretion in granting leave, but an Audit Officer should not enforce them as a rule of audit.

C. S. R.  
197.

(G. I., D. O., No. 4768-P., Fin., dated 27th October 1897. Madras.)

398. It is absolutely in the discretion of a Local Government to grant or refuse leave under the rules in Chapter II of the Regulations of 1868, even when the resignation of his appointment in the Civil Department by a Military Officer cannot be accepted. If the Local Government does not wish to grant leave to such an officer under the rules in Chapter II of the Military Furlough Rules of 1868, it may grant him any other kind of leave for which he may be eligible. When an officer has furlough at his credit, leave under Chapter II should not, as a rule, be granted even when the officer applies for leave on medical certificate.

(G. I., F. D., No. 2801, dated 31st May 1888. Dy. G. I. 122.)

*High Officers to forego leave for two years.*

399. An officer in civil employ (including a military officer in civil employ) who accepts a high appointment, should forego the intention of applying for

ordinary furlough during the two years immediately following his appointment, except under special circumstances. The Local Government or Department, which ordinarily grants the leave, is authorized to decide in each case whether the special circumstances are, or are not, of such a nature as to justify a relaxation of the rule.

(G. I., F. D., No. 1830, dated 2nd May 1892. Madras.)

### Recall from Leave.

*Furlough without medical certificate and furlough on medical certificate are leave of the same kind.*

C. S. R.  
199.

400. Under the European Service Leave Rules no distinction is made between furlough without medical certificate and furlough on medical certificate. The existence or non-existence of a medical certificate merely determines when and for how long the furlough can be given. They are thus leave of the same kind within the meaning of Article 199 of the Civil Service Regulations.

*No difference between one whom Government is compelled to "spare" and another who "can be spared."*

401. An officer whom the Government is compelled to "spare" by reason of his being sick is not thereby excluded from the category of officers who can be "spared from duty." The principle of Article 199 of the Civil Service Regulations is, that a recalled officer, when he goes on leave again, whether voluntarily, because he "can be spared" or compulsorily, because Government are obliged to spare him, can claim to be put in the same position (*plus* any addition of the "same kind of leave") as he was when he was recalled. Accordingly where leave originally taken under Article 308 (b) of the Civil Service Regulations, is renewed under Article 199 of the Civil Service Regulations, in consequence of the officers' requiring leave on account of ill-health, the renewed leave should not be described as "Furlough granted on medical certificate" under Article 308(a) or Article 311 of the Civil Service Regulations, since the application of the former Article might give the officer more, and of the latter, less leave, than would be admissible with reference to Article 199 of the Civil Service Regulations. The renewed leave should be described as given under Article 308 (b) of the Civil Service Regulations on account of ill-health in accordance with the orders in Secretary of State's despatch No. 236, dated 31st December 1896, communicated with the Finance and Commerce Department Resolution No. 2978-P., dated 8th July 1897.

(G. I., F. D., letter No. 2765-P., dated 21st June 1898. Dy. G. I. 97.)

*Subsidiary leave is admissible.*

402. Subsidiary leave allowance is admissible to an officer recalled to duty from leave out of India for the period from date of landing in India to the date of joining his appointment.

(G. I., F. D., No. 3348-P., dated 4th July 1900. C. I. T.)

*Commencement of the leave subsequently taken.\**

403. In the case of an officer recalled to duty before the expiry of his leave out of India, who is allowed, under Article 199, Civil Service Regulations, to take the balance of his leave together with any leave of the same kind subsequently earned by him, the leave under Article 199 begins on the termination of the voyage to Europe, the date of which should be reported by the officer concerned to the India Office. This should be explained in the last-pay certificate which should also show the date of embarkation of the officer on the voyage to Europe, a note being added that during the voyage he will be entitled to the same allowances as on the leave which follows.

*Fresh calculation of average salary to be made.*

404. The account officer concerned should also take steps to ascertain the date of termination of the voyage. Any extension that was originally admissible is also admissible when the officer is allowed to resume his leave. A fresh calculation of average salary should be made and entered in the last-pay certificate as if no leave had been taken by the officer shortly before, *vide* decision of the Government of India in the case of Captain C. H. Ryder, R.E., Deputy Superintendent, Survey of India, referred to them by the Comptroller, India Treasuries.

(G. I., F. D., No. 3478-P., dated 1st August 1899. Dy. G. I. 874.)

NOTE.—The fresh calculation of average salary should be made by taking into account the period within the last three years spent on duty or on privilege leave before and after the leave from which the officer was recalled in accordance with the definition of "Average salary" in Article 16, Civil Service Regulations.

(G. I., F. D., No. 5664-P., dated 17th September 1903. Dy. G. I. 259.)

*Rule to be strictly observed.*

405. The Secretary of State insists on the strict observance of the rule contained in the note under Article 199.

(S. of S.'s No. 23-F., dated 9th March 1906. Dy. G. I. 22, dated 18th April 1906.)

C. S. R.  
199 note.

## Section II.—Service Qualifying for Leave.

## Temporary Service.

*Sub. pro tem. service in a deputation vacancy does not count.*

406. An officer without a substantive appointment officiating *sub. pro tem.* in a vacancy caused by the deputation of an officer to Settlement duty does not count such *sub. pro tem.* service towards leave and pension.

C. S. R.  
201.

(G. I., F. D., No. 2417-P., dated 6th June 1896. Burma.)

407. Officers appointed temporarily to the Indian Educational Service should on subsequent confirmation, be permitted to count such temporary service towards leave and pension, if there be no break in his service.

S. of S.'s 152-Public, dated 23rd August 1912, with G. I., F. D. 533-C. S. R., dated 13th September 1912. Dy. G. I. 361.)



*Service of Plague Officers.*

**408.** Periods of plague duty rendered by officers subsequently admitted to the Indian Medical Service will count as service for leave and pension.

(S. of S.'s Finl. No. 71, dated 5th June 1908, with G. I., F. D., 3808-P., dated 27th June 1908. Dy. G. I. 193.)

NOTE.—The Government of India decided that Captain T. H. Gloster's service on plague duty prior to his admission to the I. M. S. will count for leave under the Civil Leave Rules and that he having held no permanent appointment in the Civil Department, his service on the Plague Research Commission and on Plague Duty in the Punjab after his admission to the I. M. S. may be regarded as officiating service in the Civil Department for the purpose of Article 10 of the Civil Service Regulations.

(G. I., H. D., No. 651, dated 17th April 1909, with G. I., F. D., No. 2076-P., dated 27th April 1909. Dy. G. I. 33.)

**Probationers and Apprentices.***Police Probationers.*

C. S. R.  
202.

**409.** Police probationers recruited in England hold substantive posts on a regular establishment, the probationary grade having been amalgamated with the lowest grade of Assistant Superintendents of Police. The rule contained in Article 374, Civil Service Regulations, is not applicable to these officers. Service under the age of 20 will not be excluded from reckoning towards pension, and the probationer's service shall count for leave and pension, commencing from the date of his reporting to the authorities his arrival in India.

The rule in Article 374, Civil Service Regulations, is also not applicable to persons appointed as probationers after competitive examination in India. The minimum age for such recruits has been fixed at the same period (19 years) as the examination held in England. The probationers appointed in India hold substantive posts on a regular establishment, and will count their service for pension from the date of their appointment.

(G. I., H. D., No. 107, dated 9th February 1895. Allahabad.)

**410.** Police probationers and temporary and officiating Assistant Superintendents of Police count their service towards leave of all kinds from the date on which they fulfil all the three conditions mentioned in Article 202 (b), Civil Service Regulations. This article does not affect the Local Government's power under Article 242 (a) in granting privilege leave to Police probationers who have not fulfilled any or all the conditions of the rule. The rule refers to leave other than subsidiary or privilege.

(A. G.'s interpretation of Article 202 (b), C. S. R., dated 8th August 1896.)

411. In the case of officers appointed to the Police establishments before 1894 service in the rank of probationer or officiating Assistant Superintendent of Police counts for furlough provided that it was continuous and that it was rendered after the attainment of the age of 20 years.

(S. of S.'s No. 67-Judicial, dated 20th September 1907, with G. I., F. D., No. 6452-P., dated 18th October 1907. Dy. G. I. 409.)

412. Probationary Sub-Deputy Collectors in Bengal without any substantive appointment under Government, who draw a subsistence allowance should be treated as "Probationers having no lien" and be allowed the leave admissible to temporary officers having no lien, under Articles 242, 336, Rules 1 and 339, Rule 2.

(G. I., H. D., No. 178, dated 15th February 1909. Dy. G. I. No. 441. in G. A. Bundle 423 of 1908-09. G. I., F. D., No. 361-P., dated 23rd February 1909. Dy. G. I. 417. E. B. & A.)

#### *Political Officers.*

413. Periods passed by Political Officers on duty with Native Chiefs in England do not qualify for leave.

(G. I., F. D., No. 543, dated 29th April 1896. Burma.)

*Officers appointed in England on probation in view of permanent service are probationers under this Article.*

414. Officers of the Indian Educational Service engaged under a contract providing for five years' probation are probationers for the purposes of Article 202 (a), Civil Service Regulations, and are eligible for leave. The concession is also extended to Civil officers of the Veterinary Department, and to all officers appointed in England on probation for five years in view of permanent service in India.

(G. I., F. D., No. 1316-P., dated 9th March 1903. Dy. G. I. 432 and G. I., F. D., No. 2299-P., dated 30th April 1903. Dy. G. I. 46.)

#### *Leave of Probationary and Officiating Deputy Magistrates, Deputy Collectors.*

415. The title to leave of Probationary and Officiating Deputy Magistrate, Deputy Collectors should be decided by reference to Article 202 (c), Civil Service Regulations alone, and the effect of this would be, that until the three conditions referred to in Article 202 (c) are fulfilled, these officers should be allowed leave only as temporary or officiating officers and from the date of fulfilment of these conditions they should be considered entitled to leave as if their appointments were substantive and permanent.

"But officers who are holding substantive appointments and are permitted to retain a lien on such appointments will get leave under the ordinary rules."

(A. G.'s decision, dated 20th April 1910, and G. A. 216, dated 28th April 1910.)

(Vide also A. G.'s decision, dated 10th July 1909, filed in Case No. 48 of 1893-94.)

*"Probationers and Apprentices."*

- C. S. R.** 416. For the purpose of leave privileges all officers appointed to posts  
**202.** created temporarily but with a prospect, more or less definite of their being  
**Note (1).** eventually made permanent, should be regarded as falling under clause (1) to  
 Note 1 of Article 202 (a) of the Civil Service Regulations, if otherwise  
 qualified, *i.e.*, as officers appointed under contract in view to permanent  
 employment and the Government of India have been authorised to revise the  
 Appendix 33 of the Civil Service Regulations from time to time without any  
 reference to the Secretary of State.

(S. of S.'s No. 128-Finl., dated 11th October 1912, with G. I., F. D., No. 728-C. S. R.,  
 dated 1st November 1912. Dy. G. I. 468 in connection with the case of Mr. T. H. Kingdom,  
 Distillery Expert.)

**Native Commissioned Officers of the Indian Army in Civil employ as  
 probationers.**

- C. S. R.** 417. The period passed on probation, by Native Commissioned Officers of  
**202.** the Indian Army while employed in the Provincial Civil Service and in the  
 Police Department, *up to a limit of 2 years* shall count towards leave.

(G. of I., H. D., Circular No. 1127-1134, dated 25th July 1912 with G. of I., F. D.,  
 No. 774-C. S. R., dated 11th August 1913. Dy. G. I. 302.)

- C. S. R.** 418. A European gardener retained in the service of Government after the  
**203.** expiration of the original engagement for three years is eligible for leave and  
 pension under the rules in force from time to time for Indian services, the  
 qualifying service for leave and pension reckoning from the date of his joining  
 his first appointment.

(S. of S.'s No. 93-R., dated 24th June 1910, filed with G. I., F. D., No. 3240-Ex., dated 22nd  
 June 1909. Dy. G. I. 76.)

- C. S. R.** 419. The power vested in the Local Government by Article 203 A may  
**203 A.** be delegated to the Director of Public Instruction.

(G. I., F. D., No. 5824-P., dated 14th November 1909. Dy. G. I. 205.)

*Service for leave while the officers are under training.*

420. The power under this article is delegated to the Director of Public  
 Instruction.

(*Vide* B. G., F. D., No. 3987-F.—4022, dated 20th November 1911. Dy. G. B. 5476 and  
 G. I., F. D., No. 5824-P., dated 24th November 1909. Dy. G. I. 430.)

**Section III.—Retention of Appointment.**

- C. S. R.** 421. The lien of an officer on privilege leave upon an officiating appointment  
**210.** is held to be dependent upon his seniority to others officiating in the same grade  
 or class of appointment. As an exception however to this rule, the lien of an  
 officer on privilege leave upon an officiating appointment in a class other than  
 that to which his substantive appointment appertains, is determined by the  
 seniority of the officer who actually relieved him. If he is relieved by a senior

officer, he is held to have lost his lien or the officiating appointment, notwithstanding that there may be junior officers officiating in similar appointments elsewhere. The Government of India have, however, ruled that an Assistant Magistrate officiating as a Magistrate does not lose his lien on his officiating appointment when he takes privilege leave, so long as an officer junior to him is acting as a Magistrate in the ordinary course of seniority. In doubtful cases the Local Government can alone say what the position of an officer on privilege leave is.

(G. I. F. D., No. 5885-P., dated 6th November 1902. Dy. G. I. 96. E. B. & A.)

*To transfer an officer from a higher to a lower appointment immediately before his taking furlough is objectionable.*

**422.** In the case of an officer transferred from a higher to a lower appointment on the day before he took furlough, the Government of India pointed out that the arrangement is contrary to the intention of rule in Article 214 of the Civil Service Regulations. That rule is based on the orders of His Majesty's Secretary of State for India who conceded the existing rates of furlough allowances on the specific ground that they would be (wholly or approximately) met by the savings which would accrue by filling up, by acting appointments only, the appointments vacated by officers proceeding on leave. It is obvious that Government fails to secure the full extent of saving which results from paying acting allowance, if the absent officer is transferred to an office on less pay the day before he takes leave. **C. S. R. 214.**

(G. I. No. 4536-P., Fin., dated 10th September 1894. Madras.)

*This Article does not apply to a sub. pro tem. officer.*

**423.** The principle of this Article does not apply to the case of an officer holding a sub. *pro tem.* appointment. If such an officer proceeds on long leave, he loses his lien on his sub. *pro tem.* appointment, and another officer can then be appointed thereto sub. *pro tem.*

(G. I., F. D., letter No. 2617-P., dated 17th May 1901. Madras.)

**424.** On referring the question whether Captain E. D. Dallas-Smith, Assistant Commandant of the Dacca Battalion, Bengal Military Police, who proceeded on combined leave under the Military rules in April 1912 retained a lien on his appointment and whether Captain D. I. Macpherson who officiated for him was entitled to the full staff pay of the appointment, the Government of India decided that the view held by the Accountant General, Bengal, that Captain E. D. Dallas-Smith retained a lien on his appointment in terms of note 2 to Article 215, Civil Service Regulations, and as he drew leave allowance at £250 per annum in which it was presumed his half-staff salary was included (Article 363 of Army Regulations, Volume I), Captain Macpherson was entitled to draw half-staff salary only in terms of Article 115 (a), Civil Service Regulations, is correct. Even if note 2 to Article 215 of the Civil Service Regulations did not apply by analogy to Assistant Commandants, the fact that Captain Dallas-Smith was granted leave by the Bengal Government and not by the Military Authorities, and that he rejoined his appointment as Assistant Commandant on the expiry of his leave, makes it clear that he actually held a lien on the post. **C. S. R. 215 Note 2.**

(G. I., H. D., 821, dated 14th August 1913, with G. B. 1922-A. D., dated 12th September 1918. Dy. G. B. 4475.)

## Section IV.—Commencement and end of leave.

*Permanent Advance is not "money."*

- C. S. B. 220. 425. Handing over of a permanent advance is not a transfer of money within the meaning of proviso (ii) to Article 220, Civil Service Regulations. The officer going on leave continues to be responsible for the money till the formal assumption of charge by his successor.

(G. I., F. D., No. 598-P., dated 28th January 1904. Dy. G. I. 458.)

*Vacation not to be treated as "Gazetted holidays."*

426. Vacations cannot be treated as "Gazetted holidays" within the meaning of Article 220, Civil Service Regulations and cannot be prefixed and affixed to long leave under that article.

(G. I., F. D., No. 437-C. S. R., dated 19th May 1914. Dy. G. I. 100.)

*Affixing holidays to joining time.*

427. The authority competent to extend joining time can ordinarily sanction affixing holidays to it. Cases in which there is transfer of money and cases of doubtful equity should however be referred to Government.

(A. G.'s decision, dated 22nd January 1909. Dy. R. D. 669.)

428. An officer who does not join his appointment on the forenoon of the 1st working day after the termination of holidays is not entitled to add the holidays to his joining time under Article 220.

(G. I., F. D., No. 1676-P., dated 12th March 1904. Dy. G. I. 170. E. B. & A.)

429. In a case in which an officer was transferred from one department to another and added holidays to joining time, Accountant-General ruled that the new allowances could not be drawn till the officer actually assumed charge of his new duties, remarking that it was for the officer to move if he did not consider this correct.

(Mr. Gauntlett's decision, dated 10th December 1909, in B1. G. A. of 1909-10.)

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*The sanction of the authority granting the leave is ordinarily sufficient.*

430. The sanction of the authority granting the leave would ordinarily be sufficient for the affixing or prefixing of holidays in all cases in which orders of the Local Government are not specially required under this article, *i.e.*, when leave is sanctioned by a subordinate authority, cases in which there is transfer of money and cases of doubtful equity should only be referred to Government.

(A. G.'s decision in U. O. Case No. 183 of 1905-06 and B. G., M. D., No. 2188 T. M., dated 30th September 1904, with G. B. No. 316 T—Medl., dated 6th October 1906. Dy. G. B. 2989.)

**431.** The special orders of the Local Government are required only if the taking over of money is involved and it is desired to take advantage of the privilege of affixing or prefixing gazetted holidays, or in cases of doubt regarding the distribution of allowances. In order that Government may be aware of the intention of officers in this respect and in order to avoid all risk of a station being left without any officer in charge, officers who wish to prefix or affix gazetted holidays to their leave will always state their intention in their applications for leave.

(G. B. 3404-A., dated 21st July 1910. Dy. G. B. 1773.)

*Substitute to be transferred on the expiry of the leave.*

**432.** An absentee may affix vacation after leave if the substitute is transferred on the expiry of the leave so as not to be on duty in the absentee's post during any portion of the vacation.

*By transfer of an officer the transfer of the immediate substitute only is meant.*

**433.** In deciding whether the absence of an officer involves the transfer of an officer from another station for the purpose of Article 220, account should be taken only of the substitute who takes the place of the absent officer and not of all the officers in the chain of arrangement arising from one officer's absence on leave.

*Article 220 apply both to reversion and transfer.*

**434.** The provisions in Article 220 are applicable to cases both of reversion and of transfer.

(G. I., F. D., No. 5140-P., dated 3rd December 1896. C. I. T.)

*District and Sessions Judges may combine vacation with regular leave.*

**435.** District and Sessions Judges may avail themselves of the court vacations and may combine them with regular leave whenever such a combination can be arranged under Article 220 so as to involve no additional expenditure, subject further to the conditions (i) that suitable arrangements should, in each instance, be proposed by the District and Sessions Judge concerned, approved by the High Court, and made, for the disposal during vacation of any criminal work requiring attention; and (ii) that a District and Sessions Judge should obtain the express permission of the Local Government to avail himself, without prejudice to his regular leave, of so much of the vacation as is not needed for the disposal of criminal business.

(Para. 26 G. I. Despatch to S. of S., No. 227-Fin., dated 4th August 1898, and paragraph 14 of S. of S.'s Despatch commd. in M. G. O. No. 999-Jud., dated 27th June 1899. Madras.)

*Article 220 apply both to the Collector and the Treasury Officer.*

**436.** The rule contained in Article 220 of the Civil Service Regulations regarding the date of commencement of leave should be held to apply both to the responsible officer and to the officer in actual executive charge of a Treasury.

(G. I., F. D., No. 4536-P., dated 10th September 1894. E. B. & A.)

**437.** Subsidiary leave is "Leave in India" within the meaning of Article 220 and counts like other kinds of leave for the purpose of counting holidays and leave.

(G. I., F. D., No. 2259 P., dated 12th May 1900. Dy. G. I. 17. E. B. & A.)

*Working day.*

**438.** A local holiday is neither technically nor actually a non-working day, and the term "working day" is obviously used in Article 254 (3rd edition) in contradistinction to Sundays and gazetted holidays only.

(G. O. No. 1076-11-22A., dated 20th April 1897. Allahabad.)

*"Gazetted Holidays" defined.*

**439.** The term "Gazetted Holidays" used in this article should be held to mean—

- (1) Holidays prescribed or notified under section 25 of the Negotiable Instruments Act, 1881.
- (2) Holidays on which by Government notification in the Gazettes any public office is ordered to be closed for the transaction of public business without reserve or qualification.

The term does not include local holidays which may be granted at the discretion of heads of offices, provided there are no arrears of work nor such merely discretionary holidays as the last Saturday of each month.

(G. I., F. D., No. 4855-P., dated the 13th August 1905. Dy. G. I. 256.)

## Section V.—Return to Duty.

### Permission to return to duty.

**C. S. R.  
223 (a)**

**440.** The rule in Article 223 (a), Civil Service Regulations, is not one which need be applied in audit unless the Local Government postpones the appointment of an officer returning from leave to a definite post.

(C. G. No. 1285-A. A—500-13, dated 16th December 1913. Dy. C. G. 511.)

*Chaplains.*

**C. S. R.  
224.**

**441.** The practice of requiring all chaplains on leave in Europe to produce a certificate of medical fitness before receiving permission to return to duty in India should be discontinued, and only chaplains who may have obtained leave on medical certificate will be required to appear before a Medical Board.

(G. I., H. D., No. 4-Ecl. 358, dated 9th December 1896. Madras.)

*Officers may be required to wait.*

**C. S. R.  
226.**

**442.** An officer on return from furlough is not entitled to claim that the Government shall at once provide him with a suitable appointment. In such

cases the public convenience must be consulted, and the officer concerned must, if necessary, submit to such delay as may be required in the interests of the public service. If, for instance, it is possible to avoid the inconvenience of a transfer by requiring the officer to wait a reasonable time for some appointment which is about to fall vacant, it appears to the Governor General in Council that the Government is fully entitled to require him so to wait, the subsidiary leave of the officer concerned being, if necessary, extended, subject to the limitations prescribed by the rules.

(G. I., H. D., No. 388, dated 11th September 1882. E. B. & A.)

#### Overstaying Leave.

443. Under note 1 to paragraph 368, Army Regulations, India, Volume I, Military Officers in civil employ are subject to the rules in the Civil Service Regulations for purposes of leave. The questions regarding their overstaying of privilege leave and the pay admissible during that period should therefore be dealt with under those rules (paragraph 223, Army Regulations, India, Volume II.)

C. S. R.  
229.

Camp of Military Supply Accounts in  $\frac{\text{C. B.}}{4519 \text{ Pay}}$ , dated 14th May 1914. Dy. M. D. 84.)

444. Local Government may delegate their power under Article 230 (first sentence) to any officer or class of officers subordinate to them not being below the rank of Collector or District Judge.

C. S. R.  
230.

(G. I., F. D., No. 6189-P., dated 5th November 1908. Dy. G. I. 276.)

NOTE.—The above power may be exercised in respect of subordinate officers by the Board of Revenue, Commissions, Heads of Departments, the Secretary to the Legislative Council, the Superintendent and Remembrancer of Legal Affairs, the Registrar of Co-operative Credit Societies, District and Sessions Judge and District Officers. Manipur.

(L. G. 9585-F., dated 28th December 1908. Dy. L. G. 3048.)

#### Section VI.—Combination, Extension and Commutation of Leave. General Rules.

*Commutation of leave: retrospective commutation into extraordinary leave not permissible.*

445. Local Governments have power, under Article 232 of the Civil Service Regulations, to commute leave taken by an officer into leave of some other kind for which he was qualified when the leave was originally granted, although the application be not made until after the officer's return to duty. It is for the Local Government when it receives an application for commutation to consider all the circumstances of the case and decide whether the application should be granted or refused. A retrospective commutation of any other kind of leave into extraordinary leave without allowances cannot, however, be made under this article, as the grant of extraordinary leave is expressly limited to cases of necessity and when no other kind of leave is by rule admissible.

C. S. R.  
232.

(G. I., F. D., No. 2819-P., dated 14th June 1895. Allahabad.)



446. "Under Article 232, Civil Service Regulations, any leave granted under the Regulations can be retrospectively changed into any other kind of leave: so that combined leave can be changed into privilege leave *plus* leave without allowance without any evasion, although the total period of the leave be for less than six months."

(A. G.'s (Mr. Tomkins') decision, dated 27th January 1913, in case of Mr. E. W. J. Turner, Branch Pilot, filed in bundle G. A. 566 of 1912-13.)

*In cases of illness any kind of leave is affixed to hospital leave.*

447. The Government of India have ruled that in cases of illness privilege leave or any other kind of leave to which a man may be entitled may be affixed to hospital leave under Article 288 of the Civil Service Regulations.

(G. I., H. D., No. 1171, dated 29th October 1907, with G. I., F. D., 6760-P., dated 5th November 1907 Dy. G. I. 452.)

*Commutation of leave improperly granted to an officer detected at the time of verification of service for pension.*

448. Leave erroneously granted to an officer prior to his retirement should be retrospectively commuted into such leave as was admissible under the rules at the time he proceeded on leave

(G. I., F. D., No. 5665-C. S. R., dated 31st October 1919. Dy. G. I. 361.)

**C. S. R.  
233.**

449. Furlough may be combined with privilege leave whether applied for simultaneously or subsequent to the application and grant of privilege leave alone.

There is no objection to the Local Government granting privilege leave for a shorter period than is due, in combination with other leave.

(G. I., F. D., No. 2677-P., dated 14th May 1903. C. P.)

*Privilege leave cannot be combined with other full pay leave*

450. The resolution of 25th January 1901, which allows the combination of privilege leave up to a maximum of three months with furlough or other leave carrying the leave allowances admissible under the ordinary rules, was not intended to allow and should not be read as allowing, the combination of privilege leave with leave during which full pay is specially admissible under the resolutions of November 1897 and October 1900 (Famine and Plague Concessions).

(G. I., F. D., No. 1067-P., dated 22nd February 1901. Dy. G. I. 433.)

*Extent of application.*

451. The rules in this article apply also to the following officers :—

- (1) Military officers in Civil employ who are not subject to the Civil Leave Rules (those who are so subject come under Chapter XIII);
- (2) Statutory Civil Servants ;

- (3) Chaplains whose leave is regulated by section III of Chapter XXVII of the Civil Service Regulations.

(G. I., H. D., No. 1589, 614 (Pub.), dated 8th March 1901, commd. in G. I., F. D. No. 1481-P., dated 15th March 1901.—Madras—and No. 1566-P., dated 20th March 1901.  
Dy. G. I. 483.)

*Temporary or officiating officers may get combined leave.*

452. Provided the condition that, no additional expense must be incurred in respect of the leave allowance of an officer holding a temporary or officiating appointment, is fulfilled, such an officer may combine privilege leave with other leave admissible to him under the rules.

*When furlough begins for the purpose of Article 309, Civil Service Regulations.*

453. For the purposes of Article 309, Civil Service Regulations, an officer taking combined leave under the new Leave Rules should be considered as absent on furlough or special leave, as the case may be, from the date on which the privilege leave ends and the furlough or special leave commences.

*Privilege leave counts as service for the furlough with which it is combined.*

454. Though, as stated in clause (a) of the letter from the Finance Department No. 183-P., dated 14th February 1901, the period of privilege leave combined with other leave is not to be taken into account in calculating "average salary," it nevertheless counts as active service and therefore as service for the furlough with which it is combined.

The words "[when] an officer returns from leave" occurring in the note to Article 233, Civil Service Regulations, mean "when he returns to duty."

(G. I., F. D., No. 6458-P., dated 28th October 1903. Dy. G. I. 319.)

455. Privilege leave when combined with other leave is still privilege leave and all the rules applicable to such leave apply to it.

(G. I., F. D., No. 1566-P., dated 20th March 1902. E. B. & A.)

456. In the event of an officer who lands in India not more than 14 days before the end of the minimum period of six months, not receiving charge of his duties till the end of the six months, he has the option of treating the remaining period as leave in India, but no subsidiary leave is in such cases admissible.

(G. I., F. D., No. 5373-P., dated 30th October 1901. E. B. & A.)

*District and Sessions Judges.*

457. The restrictions in Article 233, Civil Service Regulations, do not apply to furlough taken in combination with vacation leave, under Article 278, by a District and Sessions Judge.

(G. I., F. D., No. 2732-P., dated 20th May 1902. Dy. G. I. 366.)

*Privilege leave on half pay may be combined with long leave.* •

458. Officers, whose privilege leave is regulated by Article 271 of the Civil Service Regulations, and who, under Article 277, may combine vacation with long leave, may also combine privilege leave on half pay with long leave, on the condition stated in Article 233, Civil Service Regulations.

(G. I., F. D., Res. No. 884-P., dated 14th February 1902. Dy. G. I. 423.) •

459. An officer of the Indian Medical Service can proceed on combined privilege and study leave for a total period of not less than six months. He can also take study leave within 18 months of his last return from privilege leave of over six weeks (Article 308 (4) (iii), Civil Service Regulations.)

(G. I., F. D., No. 1424-P., dated 18th March 1907. Dy. G. I. 360. E. B. & A.)

460. In the case of an officer on combined leave who has been suspended during the period of furlough, it has been decided that the suspension does not break the continuity of furlough which should be treated as remaining current; and that the part of the period of suspension should be treated as outside and not part of the furlough.

(G. I., F. D., No. 3328-P., dated 8th June 1905. C. P.)

#### *Recalled to duty.*

461. The minimum limit of six months prescribed in clause (iv) of Article 233 of the Civil Service Regulations, does not apply to the case of an officer who is granted combined leave for six months, but is re-called to duty before the expiration of that period.

(G. I., F. D., No. 1084-P., dated 24th February 1902. Dy. G. I. 436.)

462. An officer taking leave out of India under Article 199 may combine with such leave, the ordinary privilege leave which he has earned since his recall to duty and also any famine privilege leave similarly earned, subject to the condition that the entire period of privilege leave, ordinary and famine, does not exceed three months.

In that case the leave should commence from the beginning of the privilege leave. As privilege leave is treated as "active service" the question of the time passed on the return voyage counting as active service under Articles 8 (iii) and 413, Civil Service Regulations, will not ordinarily arise. That concession would, in fact, in such a case be merged in the larger concession of Article 233.

Should, however, the privilege leave not cover the entire period of the return voyage, the whole of that period will still be treated as "active service" part (the privilege leave portion) on full pay, and part (the period in excess of the privilege leave due) on furlough pay, that is to say, Article 413 will operate as to the latter portion.

(G. I., F. D., No. 3279-P., dated 17th June 1901. Dy. G. I. 129.)

*Officer dies within six months.*

463. Leave allowances admissible during combined leave may be paid to the estate of a deceased officer who has died while absent on such leave before the expiry of the minimum period of six months prescribed by Article 233 (iv), Civil Service Regulations.

(G. I., F. D., No. 5195-P., dated 30th September 1902. Dy. G. I. 243.)

*Extension on medical certificate.*

464. When an officer takes furlough combined with privilege leave and obtains an extension on medical certificate, the privilege leave is not commuted to furlough on medical certificate, even though the extension be such as to cause the total period of leave to exceed the limit of two years prescribed in paragraph (IV) of Home Department Resolution No. 224-10, dated 25th January 1901.

(G. I., F. D., No. 2545-P., dated 14th May 1901. Dy. G. I. 79. G. I. No. 2770-A., dated 16th May 1901. Dy. G. I. 88.)

465. The limitation to two years of the *combined* leave is only when the furlough taken is without medical certificate. The two years' limitation for the combined leave does not apply when the long leave taken is leave on medical certificate. For example, when 12 months' ordinary furlough under the European service leave rules is combined with three months' privilege leave the limit of extension, without medical certificate, subject to its being admissible, will of course be nine months, that is, the balance of twenty-four months that might have been granted at the commencement. But, on medical certificate the furlough may be further extended by three months under Article 308 of the Civil Service Regulations, on half average salary (Article 314), and up to a further period of one year, under Article 312 (a) on quarter average salary [Article 315 (ii)].

Or again to take the case of leave on medical certificate under the Indian Service Leave Rules. Supposing that the leave originally granted was ten months' sick leave under Article 310 (a) combined with three months' privilege leave, the extension admissible on medical certificate, with half average salary, is not limited to two months, but to five months, the balance of fifteen months' sick leave admissible under the above rule, that is to say, the privilege leave does not count against the period of fifteen months admissible on medical certificate carrying half average salary.

(G. I., P. W. D., No. 751-G., dated 4th June 1901, commd. in G. I., F. D., No. 3198-P., dated 13th July 1901. Madras.)

*In the case of leave on medical certificate the period for which half average salary is admissible is exclusive of the period of privilege leave with which it is combined.*

466. In the case of privilege leave combined with leave on medical certificate, half average salary is admissible for 15 months under Article 340 (a) and for two years under Article 314, Civil Service Regulations, exclusive, in both cases, of the period of privilege leave for which full pay is drawn.

(G. I., F. D., No. 2545-P., dated 14th May 1901. Dy. I. 79. See also G. I. letter No. 2770-A., dated 16th May 1901. Dy. G. I. 88.)

**467.** Subject, of course, to the proviso that the furlough is due, the only restriction as to the amount of ordinary furlough that may be combined with privilege leave is that the combined leave does not exceed two years. The above refers to furlough *without* medical certificate. In the case of ordinary furlough *on* medical certificate the above two years relate to the furlough period alone and not to the period of the combined leave, *i.e.*, the privilege leave may be in addition to two years' furlough.

(G. I., F. D., No. 1566-P., dated 20th March 1901. Dy. G. I. 483. G. I., F. D., No. 1762-P., dated 4th April 1901. Dy. G. I. 5. G. I., F. D., No. 2294-P., dated 30th April 1901. Madras.)

**468.** When special leave or leave on private affairs is combined with privilege leave the combined period being limited under Article 233, clause (ii), to six months any extension of special leave or leave on private affairs admissible under the rules may be granted on medical certificate, but not otherwise in excess of the above limit.

(G. I., F. D., No. 4612-P., dated 31st August 1901.)

*Medical Officer holding an administrative appointment.*

**469.** An Officer of the Indian Medical Service holding an administrative medical appointment in the Civil Department, the tenure of which is limited to five years, is entitled to combined privilege leave with the leave admissible to him under Article 226, Army Regulations, India, Volume II, provided the total of the combined leave is not less than six months and not more than eight months.

(G. I., F. D., No. 3494-P., dated 27th June 1902. Dy. G. I. 108.)

**470.** Extraordinary leave cannot be granted in combination with privilege leave and furlough to make up the deficiency in the minimum of six months when the total amount of privilege leave combined with furlough due falls short of six months.

(G. I., F. D., No. 329-P., dated 24th January 1902. C. P.)

*Medical leave in continuation of Extraordinary leave.*

C. S. R.  
236.

**471.** Article 236, Civil Service Regulations, is intended to apply to officers subject both to the European Service and to the Indian Service Leave Rules.

(G. I., F. D., No. 4878-C. S. R., dated 9th August 1911. Dy. G. I. 288.)

*Medical leave admissible in continuation of combined, privilege and extraordinary leave.*

**472.** An officer who has been granted privilege leave with extraordinary leave without allowances under Article 233, Civil Service Regulations, may be allowed leave on medical certificate in continuation.

(G. I., F. D., No. 5313-P., dated 16th September 1908. Dy. G. I. 326.)

**Extension of Leave out of India.***Extraordinary leave without allowance.*

**473.** In dealing with applications for extensions of extraordinary leave without allowances out of India whether under Chapter XIII or XIV of the Civil Service Regulations, the procedure indicated in Article 237 (a) should be followed. The Local Government is not competent to grant the extension on its own authority but should merely intimate its assent to the leave being extended by the Secretary of State.

**C. S. R.  
237.**

(G. I., F. D., No. 755-P., dated 16th February 1899. Dy. G. I. 387.)

*Transfer of officers from the Indian Service Leave Rules to the European Service Leave Rules.*

**474.** Applications from individual officers for transfer from the Indian Service Rules to the European Service Rules shall be dealt with by the Government of India without previous reference to the Secretary of State in Council, but the privilege should be granted only in cases where strong reasons exist; and each case should be reported to the Secretary of State with a statement of the reasons.

**C. S. R.  
238.**

(G. I., F. D., No. 4812-P., dated 24th September 1909. Dy. G. I. 320.)

**Chapter XII.—Short Leave.****Section I.—Extent of Application.***Private Secretary to the Lieutenant-Governor.*

**475.** A Military Officer appointed from Military employ to be a Private Secretary to a Governor should be held to be in Military employ and subject to Military Rules in respect of privilege leave.

**C. S. R.  
241.**

(G. I., Mily. D., No. 748-G, dated 21st May 1895, received with Dy. G. B. 1036, dated 3rd June 1895, filed in Case No. 26 of 1893-94, and Army Regulations, India, Vol. I (new), para. 10 note.)

*Officials paid under Act X of 1892.*

**476.** Officials employed in district and divisional offices who are paid from the rate levied under Act X of 1892 are eligible for leave under the ordinary rules and not under Article 242 (a) of the Civil Service Regulations.

**C. S. R.  
242.**

(G. I., F. D., No. 6451-P., dated 18th October 1907. Dy. G. I. 413.)

**Temporary and Non-Continuous Service.***Officers of the Indian Subordinate Medical Department on plague duty.*

**477.** Pensioned Commissioned and Warrant Officers of the Indian Subordinate Medical Department, who are employed in connection with plague operations, are eligible for privilege leave under the conditions laid down in Article 242(a).

**C. S. R.  
242-244.**

(G. I., F. D., No. 3234-P., dated 15th July 1899. Dy. G. I. 145.)

C. S. R.  
242 (a).

478. Powers have been delegated to Local Governments and Administrations to exempt Temporary Engineers from the operation of the rule in Article 242 (a) of the Civil Service Regulations, subject to the condition that the concession is granted as a matter of grace on the merits of each individual case and not as a matter of right.

(G. I., P. W. D., Circular No. VII-P. W., dated 25th July 1907, or G. B., P. W. D., Circular No. 22-E., dated 2nd September 1907.)

*Doctors and Lady Nurses engaged in England.*

C. S. R.  
244.

479. Privilege leave may be granted under the Civil Service Regulations to Doctors and Lady Nurses engaged in England for duty in India under agreement containing no provision for such leave.

(G. I., F. D., No. 1929-P., dated 14th April 1903. Dy. G. I. 16.)

480. They are exempt from the provisions of Articles 264 and 323 Civil Service Regulations.

(G. I., F. D., No. 7116, dated 26th November 1903. Dy. G. I. 359.)

**Seamen.**

*A Licensed Pilot in command of a brig.*

C. S. R.  
245.

481. A Licensed Pilot in command of a Pilot Brig for twelve months only is entitled to one month's shore leave after four months' duty on the brig; a second month's shore leave after another four months on the brig; and finally one month's privilege leave at the end of his year of command.

If a Licensed Pilot in command of a brig takes sick leave under Article 676(b), Civil Service Regulations, the rule with regard to eleven months' duty in clause (c) of that article does not operate, and the Pilot is allowed at the end of his year of command, the actual privilege leave he has earned by his service as commander before and after his sick leave.

A Licensed Pilot who has completed his term of command is allowed the option of taking in lieu of the privilege leave on full pay which may be admissible double the amount of leave on half pay.

(G. I., F. D., No. 344-P., dated 1st January 1897. Dy. G. I. 360.)

**Section II.—Privilege Leave—Ordinary Rules.**

*Special Privilege Leave to Officers proceeding to a Pasteur Institute for treatment.*

C. S. R.  
246.

482. In the case of officers in receipt of not more than Rs500 a month proceeding to a Pasteur Institute for treatment, whose absence gives rise to the necessity for the appointment of a substitute, the period of absence up to one month should be treated as extra privilege leave and not as casual leave.

(S. of S. 169 (Finl.), dated 22nd November 1907, with G. I., F. D., 51-P., dated 7th January 1908. Dy. 567.)

*Extra leave on full pay to officers employed at Delhi in connection with the Coronation Durbar of 1911.*

**483.** Extra leave on full pay for one month may be granted to all officers under Civil rules who were employed continuously on duty at Delhi itself for a period of not less than nine months in connection with the Coronation Durbar of 1911, subject to the following conditions :—

- (a) The extra leave may be taken in combination with privilege leave, earned under the ordinary rules, provided the total amount of privilege leave so taken at one time shall not exceed three months. Any balance of privilege leave which cannot be taken in consequence of the three months' limit will remain at credit to be taken under the ordinary rules.
- (b) The concession will ordinarily cease to be admissible after the expiry of two years from the date of its grant, but it may be carried on beyond that date in cases where the exigencies of the public service have necessitated the refusal of the leave when applied for, and have thus prevented the grant of the full concession earned within the prescribed period.
- (c) The expression "full pay" as used above means the allowances to which the officer would be entitled if on privilege leave, which, if paid at the Home Treasury, will be disbursed at the ordinary rate of 1s. 4d. per rupee.
- (d) The officers concerned will be given the option of taking, in lieu of extra leave, full pay instead of half pay for the first two months of "furlough" or other leave for which half pay is ordinarily admissible. This concession is extended to Lieutenant A. H. L. Woodhouse, R.E., whose employment at Delhi on the Durbar Railway fell short of nine months by two days only.

(G. I., F. D., No. 782-C. S. R., dated 20th November 1912. Dy. G. I. 508.)

### Qualifying Service.

*Deputation to Europe does not count but is not an interruption of duty.*

**484.** Time spent in Europe by an officer deputed on special duty will not count towards privilege leave, but it is not held to be an interruption under Article 246, Civil Service Regulations.

**C. S. R.  
249.**

(A. G.'s ruling in Captain Colvin's case. Allahabad.)

### Military Assistant Surgeons.

**485.** Military Assistant Surgeons in civil employ came under the Civil Service Regulations in regard to privilege leave, and count service towards privilege leave in accordance with Article 250 (b) of these Regulations.

**C. S. R.  
250.**

(G. I., F. D., No. 1010-P., dated 4th March 1905. E. B. & A.)



*This article applies to all Military Officers.*

**486.** The term "Military Officer subject to the Military Leave Rules" in Article 250 is not intended to be technical and should be read simply as "Military Officer."

(G. I., F. D., No. 3317-P., dated 22nd July 1899. Burma.)

*Calendar or official year.*

**487.** If a Military officer has taken privilege leave under the Military rules in respect of a particular calendar or official year, his service for privilege leave under the Civil Service Regulations shall count respectively from the first day of the next calendar or official year

(G. I., F. D., No. 5443-P., dated 7th September 1903. Dy. G. I., 245.)

*Uninterrupted duty as regards Military Service.*

**488.** The term "uninterrupted duty" in Article 250 (b), Civil Service Regulations, should even as regards duty in the Military Department be read in the sense in which it is used in the Civil Department.

(G. I., F. D., No. 4618-P., dated 20th July 1904. Dy. G. I. 179.)

*Private Secretary to the Governor.*

**489.** Under the Army Regulations privilege leave is admissible only when no extra expense to the State is involved

(Army Regulations, India, Volume II (new), para. 219.)

### Limit.

*Leave not wholly earned in Burma.*

C. S. R.  
251.

**490.** The Government of India have decided that an officer who takes privilege leave while stationed in Burma is entitled to the concession of Article 251 whether his leave was wholly earned in Burma or not.

(G. I., F. D., No. 3678-P., dated 31st July 1895. C. I. T.)

*European Service in Burma and Siam.*

**491.** The concession in the clause of Article 251 has been extended up to the 30th of June 1902 to all members of the European services employed in Burma; and to all European officers lent by the Government of India to the Siamese Government.

(S. of S.'s Desp. Fin., dated 19th July 1901, recd. on 5th Aug. 1901. G. I., F. D., No. 4301-P., dated 14th August 1901. C. G. No. 1069, dated 21st August 1901. C. I. T.)

*Powers of the Government of India to grant concessions under this rule.*

**492.** The Government of India have been empowered to extend the concession admissible under the exception to Article 251 and Appendix 6A to

officers of the Foreign Department who proceed on leave from or who on return from leave are posted to certain remote districts outside India, to officers and subordinates of all services stationed in those localities and on similar terms.

(S. of S.'s Finl. No. 10, dated 24th January 1908, with G. I., F. D., No. 1025-P., dated 22nd February 1908. Dy. G. I. 680.)

### Amount due.

*Hospital leave not an interruption of duty.*

493. Hospital leave granted under Articles 287 and 288 is not an interruption within the meaning of Article 252, though the authority granting the leave may, in the case of the class of officers to whom Hospital leave applies, take it into consideration in deciding whether privilege leave when applied for should be granted or not.

C. S. R.  
252.

(G. I., F. D., No. 3962-P., dated 19th August 1897. Dy. G. I. 192; and No. 5413, dated 4th September 1903. Dy. G. I. 241.)

### "Interruptions of Duty."

494. The Local Government has ordered that the powers referred to above shall be exercised by the undermentioned officers :—

C. S. R.  
253.

Board of Revenue.  
Commissioners of Divisions.  
District Judges.  
Judicial Commissioner, Chota Nagpur.  
District Officers.  
Commissioner of Police, Calcutta.  
Ven'ble the Archdeacon of Calcutta.  
Chief Judge, Small Cause Court, Calcutta.  
Sanitary Commissioner, Bengal.  
Superintendent, Royal Botanic Gardens.  
Superintendent and Remembrancer of Legal Affairs.  
Collector of Customs, Calcutta.  
The Opium Agent, Bihar.  
Inspector General of Civil Hospitals.  
Inspector General of Prisons.  
Inspector General of Police.  
Inspector General of Registration.  
Director of Public Instruction, Bengal.  
Director of the Department of Land Records.  
Director of Agriculture.  
Protector of Emigrants.  
Conservator of Forests.  
Chief Presidency Magistrate, Calcutta.  
Commissioner of Excise and Salt.  
The Opium Agent, Benares.

(B. G., F. D., Res. 4652-F., dated 26th November 1908. Dy. G. B. 4929.)

*Duty is not interrupted by the grant of joining time.*

- C. S. R.** 495. Duty is not interrupted within the meaning of Articles 246 and  
**254.** 260 by the grant of any joining time admissible under the rules.  
 (G. I., F. D., No. 4366, dated 21st October 1891. C. I. T.)

*Powers may be delegated.*

- C. S. R.** 496. Local Governments have been authorised to delegate their powers  
**253—254.** under Articles 253 and 254 of the Civil Service Regulations to any officer or class of officers subordinate to them not being below the rank of Collector or District Judge.

(G. I., F. D., No. 6189-P., dated 5th November 1908. Dy. G. I. 417.)

497. The Local Government has ordered that the powers referred to above shall be exercised by the undermentioned officers:—

Board of Revenue.  
 Commissioners of Divisions.  
 District Judges.  
 Judicial Commissioner, Chota Nagpur.  
 District Officers.  
 Commissioner of Police, Calcutta.  
 Ven'ble the Archdeacon of Calcutta.  
 Chief Judge, Small Cause Court, Calcutta.  
 Sanitary Commissioner, Bengal.  
 Superintendent, Royal Botanic Gardens.  
 Superintendent and Remembrancer of Legal Affairs.  
 Collector of Customs, Calcutta.  
 The Opium Agent, Bihar.  
 Inspector General of Civil Hospitals.  
 Inspector General of Prisons.  
 Inspector General of Police.  
 Inspector General of Registration.  
 Director of Public Instruction, Bengal.  
 Director of the Department of Land Records.  
 Director of Agriculture.  
 Protector of Emigrants.  
 Conservator of Forests.  
 Chief Presidency Magistrate, Calcutta.  
 Commissioner of Excise and Salt.  
 The Opium Agent, Benares.  
 Registrar of Co-Operative Societies, Bengal.

(B. G., F. D., Res. 4652-F., dated 26th November 1908. Dy. G. B. 4329.  
 G. of B., F. D., No. 2874-F., dated 8rd July 1913. Dy. G. B. 2475.)

### "Condition of Grant"

498. In the case of officers in receipt of not more than Rs. 500 a month proceeding to a Pasteur Institute for treatment, whose absence gives rise to the necessity for the appointment of a substitute, the period of absence up to one month should be treated as extra privilege leave, and not as casual leave.

C. S. R.  
260.

(G. I., F. D., No. 51-P., dated 7th January 1908. Dy. S. A. Gaz. 1669. E. B. & A.)

#### *Extra Privilege Leave for attendance at Pasteur Institute.*

499. It is not intended that six months should have elapsed since last return from ordinary privilege leave to make an officer eligible for extra privilege leave for attendance as a patient at a Pasteur Institute but six months must intervene before ordinary privilege leave can be granted after the extra privilege leave. The extra privilege leave granted as above should not be deducted from privilege leave earned by an officer under the ordinary rules.

(G. I., P. W. D., No. 6-E., dated 4th January 1909, with G. I., F. D., No. 343-P., dated 18th January 1909. Dy. G. I. 533.)

500. The extra privilege leave is subject to all the restrictions which govern ordinary privilege leave, except that it may be granted in addition to the amount of privilege leave which an officer has earned.

(G. I., H. D., No. 101, dated 27th January 1909, with G. I., F. D., No. 3930-P., dated 5th August 1909. Dy. G. I. 225.)

501. Privilege leave cannot be granted to an officer who, it is known, will retire from the service before the lapse of three months from the date of his return from such leave. Privilege leave is not a reward for past services, but a vacation to enable an officer to perform future services (C. P.)

Absence on special leave is an interruption of duty within the meaning of this Article.

(G. I., F. D., No. 4253, dated 18th August 1889)

### Leave Allowances.

*During privilege leave portion of combined leave an officer is subject to the promotions and reversions.*

502. An officer on combined leave is subject to promotions and reversions during the portion of it treated as privilege leave and all the rules applicable to such leave apply.

C. S. R.  
261.

(G. I., F. D., No. 1762-F., dated 4th April 1901. Dy. G. I. 5.)

503. An officer of the Provincial Civil Service, who is appointed to officiate as a District Magistrate or an Additional District Magistrate, should not ordinarily be held to have a lien on the officiating appointment if

he takes privilege leave even though an officer of the Provincial Civil Service junior to him is appointed to act in his place; but when it is definitely intended that the officer who takes privilege leave shall return to his post on the expiry of his leave, the officer may be held to have a lien on his officiating appointment as officiating District Magistrate or an Additional District Magistrate and be allowed to draw the acting allowance for the period of his privilege leave.

(Reply of the Chief Secretary, dated 30th September 1910, to unofficial reference G. A. No. 150, dated 31st August 1910.)

*Privilege Leave Allowance of Probationary Deputy and Sub-Deputy Collectors.*

C. S. R.  
261.

504. Probationary Deputy and Sub-Deputy Collectors, who do not retain a lien on other substantive appointments, are not entitled to any allowance during privilege leave as they draw subsistence allowance which is not salary. But Probationers who retain a lien on some substantive appointment are entitled to the salary of such appointments during privilege leave.

(A. G.'s decision, dated 20th April 1910, and G. A. 216, dated 28th April 1910.)

*"Superior service" includes non-qualifying service.*

C. S. R.  
262.

505. The term "Superior Service" as used in Note 1 to Article 262 and in Articles 1002 and 1094, Civil Service Regulations, includes non-qualifying service which would be superior service within the meaning of Articles 395 and 397, Civil Service Regulations, if it qualified for pension.

(G. I., F. D., No. 7424-P., dated 8th December 1903. Dy. G. I. 395.)

*Privilege Leave Allowance of a Retiring Officer.*

C. S. R.  
264.

506. An officer retiring on pension at the expiration of privilege leave, without returning to duty, is subject to the operation of Article 264 of the Civil Service Regulations, and is, therefore, debarred from drawing his privilege leave allowances.

(G. I., F. D., No. 623, dated 23rd February 1888. Dy. G. I. 668.)

*Effects of Suspension.*

507. Article 264 does not apply to cases in which officers on privilege leave are prevented from joining their appointments on the expiration of the leave by reason of suspension, provided they ultimately rejoin.

(G. O. No. 1187-Pen., dated 6th December 1892. Madras.)

*No portion of the emoluments of retired Military Assistant Surgeons employed on famine or plague duty to be treated as special allowance.*

C. S. R.  
266.

508. With a view to lessen the strain on the medical services owing to plague and famine requirements the Government of India in their Home Department No. 339, dated 21st April 1897, sanctioned the appointment of

retired Military Assistant Surgeons for plague and famine duty on certain conditions; the officers so appointed receiving the pay of their grade at the time of retirement with an allowance of Rs100 a month, provided that their salary, inclusive of pension, did not exceed a certain maximum.

Article 266 of the Civil Service Regulations should not be applied to these officers so as to mark off any portion of their total emoluments as special allowance within the meaning of that article.

C. S. R.  
267.

(G. I., No. 28 (Medl.), dated 11th January 1901. Madras.)

### Local Allowances how affected.

*When the locum tenens is entitled to a lower rate of local allowance.*

509. If an officer in receipt of a higher rate of local allowance proceeds on privilege leave and another officer entitled to a lower rate of allowance is appointed to act for him it should be held that the latter officer draws the whole of the local allowance available and that there is none left for the officer on leave.

(G. I., F. D., No. 3900-P., dated 16th September 1896. Dy. G. I. 216.)

NOTE 1.—A member of the Indian Civil Service held charge of a District Jail in addition to his own duties during the absence, on privilege leave, of the Civil Surgeon (Indian Medical Service). The Jail allowance was disallowed to the Civil Surgeon for the period of his privilege leave under Article 267 although the *locum tenens* did not actually draw the allowance under Article 165, it being held that the allowance merged in the general salary of the *locum tenens* and was not therefore available for the absentee.

NOTE 2. An Inspector of Police was placed in charge of the office of the Superintendents of Railway Police, Chittagong, during the absence of the latter on privilege leave. The absentee was allowed to draw the local allowance attached to the appointment for the period of his privilege leave under Article 267 on the ground that the *locum tenens* was not authorized by Government to draw it under Article 168 and consequently the allowance was not payable to him. (A. G. Mr. Brereton's decision of the 30th August 1910 with draft G. H. 849, dated 11th July 1910 and Dy. A. G. 465, 458, 567 of 10—11. E. B & A)

### Compensatory local allowances.

510. The ruling of the 15th December 1908 does not apply to compensatory local allowances granted in consideration of local disadvantages but the following principles are observed in respect of these allowances :—

- (1) The Head of the office will decide in each case who shall draw the allowances, the only requirement being that no extra expenditure shall be caused to Government.
- (2) The absentee will draw the full allowance when in the chain of acting arrangements, no local allowance is given to any officer in respect of his acting allowance.
- (3) The absentee will draw nothing if the whole of his allowance is absorbed in the local allowances granted in the chain of arrangements to acting officers in respect of their acting allowances.
- (4) The absentee will draw the difference between his allowance and the amount of it absorbed in the grant of local allowances, in the chain of arrangements, to acting officers in respect of their acting allowances.

(G. I., F. D., No. 2623-F. O. and A., dated 31st May 1909. Dy. G. I. 47.)

511. When an officer holding a substantive appointment on an establishment to which as local allowance on a graduated scale is attached, proceeds on privilege leave and his *locum tenens* draws the local allowance calculated on his salary it should, where orders to the contrary do not exist, be held that the latter officer draws the whole of the local allowance and that nothing is available for payment to the absentee.

(G. I., F. D., No. 7059-F. O. & A., dated 15th December 1908. Dy. G. I. 473.)

NOTE.—Language allowances, such as Pustu, Baluchistan, or Arabic Allowances, are admissible to an officer on privilege leave like other local allowances, so long as they are not payable to his *locum tenens*.

(G. I., F. D., No. 649-P., dated 7th February 1910. Dy. G. I. 275. E. B. & A.)

### Calcutta House Rent Allowance how affected.

Article 267, Civil Service Regulations, and the notes attached thereto are inapplicable to allowances drawn under the Calcutta housing scheme.

(G. I., F. D., No. 4077-Ex, dated 29th June 1907. Dy. G. I. 204.)

### House Rent, Horse Allowances, etc.

#### *Military Medical Subordinates.*

**C. S. R.  
269.**

512. A Military Medical Subordinate in Civil employ may, under Article 269, draw the special 'Employed allowance' of his appointment not for the first thirty days only, but during the entire period of his privilege leave, provided that it is not drawn by any other officer during his absence.

(G. O. No. 1403-L. M., dated 22nd September 1890. Madras.)

### Section III.—Privilege leave in cases of Regular Vacations.

#### *Transferred from a Vacation to a Non-Vacation Department.*

**C. S. R.  
271.**

513. An officer transferred from a Vacation to a Non-Vacation Department, may count the period of his service in the latter Department from the date on which the last vacation ended as service for privilege leave, inasmuch as the previous presumption that he would avail himself of the vacation when the time came is negated by his transfer to a Non-Vacation Department).

(G. I., F. D., No. 3531-P., dated 18th August 1893. C. I. T.)

514. An officer transferred temporarily from a Vacation to a Non-Vacation Department is entitled, on retransfer, to count his service in the Non-Vacation Department for privilege leave under the ordinary rules with effect from one date of his transfer to that Department, and not from the date of termination of the last preceding vacation.

(G. I., F. D., No. 782, dated 21st February 1891. Burma.)

**515.** An officer transferred temporarily from a Vacation to a Non-vacation Department is entitled, on re-transfer, to count his service in the Non-vacation Department for privilege leave under the ordinary rules with effect from the date of his transfer to that Department, and not from the date of termination of the last preceding vacation.

(G. I., F. D., No 782, dated 21st February 1891. Burma.)

**516.** An officer transferred from a Vacation to a Non-vacation Department also carries with him the leave earned by him under the ordinary rules, whilst in the vacation appointments, by reason of not enjoying vacation of any particular year.

An officer transferred from Non-vacation Department to a Vacation Department may add the privilege leave earned under Article 274 to the privilege leave earned in the Non-vacation Department.

(G. I., F. D., No. 3013-P., dated 10th July 1896. C. P.)

**517.** Munsiffs deputed to Settlement work should be treated for the purpose of privilege leave as transferred from a Vacation to a Non-vacation Department. They will earn full pay privilege leave in respect of their services in the Non-vacation Department and also in respect of that part of their services in the Vacation Department which passed after the last vacation enjoyed in that Department. Any portion of a vacation taken by them in excess of joining time should be deducted from the privilege leave on full pay to which they would otherwise have been entitled. That is, the portion of vacation taken may be treated not as vacation but as privilege leave on full pay.

(G. I., R. & A, No. 1193-418-2, dated 25th October 1900, received with G. I., F. D., No. 5795-P., dated 19th November 1900. Dy G. I. 414.)

*Any of the Vacations may be taken into account.*

**518.** In determining the amount of privilege leave, on which full pay may be drawn by an officer under Articles 272 and 274, any of the vacations not enjoyed by the officer during his uninterrupted service should be taken into account. There is nothing in the rules which makes it necessary to take into account only the 33 months immediately preceding the date from which the Vacation Department officer applies for leave.

(G. I., F. D., 2262-P., dated 22nd May 1897. Dy. G. I. 68.)

**519.** A question having been raised whether an officer transferred from a Vacation Department (after enjoying the vacation) to a Non-vacation Department is entitled to privilege leave on half pay in respect of his service rendered in the Vacation Department, it has been decided that the officer carries with him a title to privilege leave calculated only on that part of his service in the Vacation Department passed after the last vacation enjoyed in that Department.

(G. I., F. D., No. 1131-P., dated 12th March 1896. C. P.)



*Time actually spent in travelling and not the time admissible is to be taken into account.*

**520.** The calculation under which the amount of privilege leave on full pay is determined should be based on that part of the vacation which an officer is precluded from enjoying by reason of his transfer; and in making the calculation, the time actually spent in travelling from one station to the other and not the full joining time admissible under the rules, should be added to the period by which the vacation actually enjoyed falls short of the full period of the vacation.

(G. I., F. D., No. 3129-P., dated 21th July 1897. Dy. G. I. 162; and No. 3130-P., dated 22nd July 1897. Dy. G. I. 160.)

*"Chooses to remain during a vacation."*

**C. S. R.  
272.**

**521.** An uncovenanted Civil Judicial Officer who chooses to remain in his station *though he is not prevented from availing himself of the vacation*, should be considered as if he had been away or availed himself of the vacation. His signing processes and inspecting his registers are duties which it is not necessary for him to perform during the vacation, and which he is not required to perform under orders of a superior authority. If an Uncovenanted Judicial Officer chooses to remain in his station during a vacation, he should not get any benefit therefrom as regards subsequent privilege leave, unless he is directed by his superior officer to do so and to perform work of some kind in his Court.

(G. I., F. D., No. 3870, dated 31st October 1881. Allahabad.)

**522.** If an officer of the Indian Educational Service attached as Professor to an Educational Institution, who has been appointed to be Meteorologist in addition, remains at head-quarters during a vacation of the educational institution to perform his meteorological work, he cannot be held to have been prevented from availing himself of the vacation within the meaning of Article 272, Civil Service Regulations.

(G. I., R. D., Circular No. 9-19-6, dated 23rd August 1906, received with G. I., F. D., endorsement No. 5078-Ex., dated 7th September 1906. Dy. G. I. 316.)

*Right to full pay privilege leave is not forfeited by the enjoyment of a subsequent vacation.*

**523.** The right to privilege leave on full pay earned by being detained on duty during vacation is not forfeited by the officer enjoying a subsequent vacation.

(G. I., F. D., No. 2619, dated 19th August 1888. E. B. & A.)

*Article 274 not be applied to cases falling under Article 272.*

**524.** Article 274 should not be applied to cases which Article 272 is intended to cover. In such cases the calculation of privilege leave should be made under the ordinary rules as prescribed in Article 272.

(G. I., F. D., No. 6993-P., dated 26th December 1905. Dy. G. I. 462.)

**525.** In cases of Educational Department Officers detained during one only of the two vacations of the year, the calculation of privilege leave should be made under the ordinary rules, as prescribed in Article 272.

(Decision of A. G., dated 9th August 1906, filed in Case No. 161 of 1903-04.)

*Absence on privilege leave during a vacation.*

**526.** Absence of an officer on privilege leave during a vacation is not absence from the station within the meaning of Article 273, Civil Service Regulations.

C. S. R.  
273.

(G. L. F. D., No. 901, dated 30th June 1890. Burma.)

*Officers to prove that leave was asked for and had been refused.*

**527.** The circumstances that an officer whose case may under certain conditions be governed by Article 273, Civil Service Regulations, procures a certificate showing that he has not been absent from his station for more than 15 days of a vacation, does not entitle him to privilege leave under the ordinary rules, unless he can show that he had to forego the vacation in obedience to general or special orders issued by competent authority in any year. It would, therefore, be necessary for the particular officer to prove that he had asked for and been refused leave.

(G. L. H. D., No. 452, dated 25th October 1888. Dy. G. I. 461.)

*Establishments of District and Sessions Judges.*

**528.** Privilege leave of establishments of District and Sessions Judges may be regulated by Article 273, Civil Service Regulations.

(Decision of A. G., Mr. Branson, dated 2nd August 1905, J. D. No. 603, dated 22nd July 1905 E. B. & A.)

*Principals have ordinarily no claim to privilege leave under ordinary rules.*

**529.** Principals of Colleges should ordinarily avail themselves of the periodical vacations and thus have no claim to privilege leave under the ordinary rules. If, however, any such officer is prevented in any year by general or special orders issued by the Director of Public Instruction from availing himself of the vacations, his claim to full pay privilege leave will be decided in accordance with Articles 273 and 274, Civil Service Regulations.

C. S. R.  
271 to 274.

(D. P. I.'s Circular No. T-1, dated 23rd September 1903, filed in G. A. Bundle No. 207, dated 1903-04, and D. P. I.'s letter No. T-193, dated 23rd September 1903. Dy. Ed. 1212.)

*Arrangements for carrying on the office duties of Headmasters of Government schools during vacation.*

**530.** The procedure followed in making arrangements for carrying on the office duties of Principals of Government colleges during vacation should apply to the Headmasters of Zilla, Collegiate and Training Schools and other important educational institutions whether for Indians or Europeans. Before the commencement of a vacation orders should be passed by Inspectors of Schools, Principals of Colleges or the Headmaster of the Nawab's Madrassah, Murshidabad, placing either the Headmaster or one of his assistants on duty either

C. S. R.  
271 to 274.

during the whole or part of a vacation. These orders must be produced in support of any application from the officers concerned for privilege leave on full pay under Article 272 of the Civil Service Regulations. The term "Headmaster" will include all heads of schools by whatever designation known such as the Superintendent of the Apprentice Department of the Civil Engineering College, the Superintendent of the Ranchi Industrial School, the Head Mistress of the Dow Hill Girls' School, Kurseong, etc.

(D. P. I.'s Circular No. 187, dated 20th November 1907. Dy. E. D. 2500.)

C. S. R.  
274.

531. There is no objection to an officer on transfer during a vacation being permitted to join at the end of the vacation although the usual joining time is thereby exceeded.

(G. I., F. D., 3130-P., dated 22nd July 1897. C. P.)

*When officer returns to Non-Vacation Department after being deprived of vacation.*

C. S. R.  
274 and 275.

532. Mr. A. T. Forbes, an officer of the Revenue Department, was appointed Deputy Registrar, High Court, Appellate Side, Madras, on 2nd February 1893, and re-transferred to the Revenue Department on 25th July 1895. During the High Court vacation of 1895, from 6th May to 6th July 1895 he was required to remain on duty for one month. The question referred to the Government of India by the Accountant General, Madras, was whether Mr. Forbes was entitled to add privilege leave on full pay for 15 days thus earned by him to the privilege leave earned by him in the Non-Vacation Department, as Article 274, Civil Service Regulations, only meets the case of an officer who remains in a Vacation Department, but not the case of an officer who returns to a Non-Vacation Department. The decision of the Government of India was in the affirmative.

(G. I., F. D., No. P.-3013, dated 10th July 1896. Dy. G. I. 128.)

*Allowance how regulated when officer is transferred to a Non-Vacation Department after having earned three months' privilege leave.*

C. S. R.  
275.

533. A Joint Magistrate had three months' privilege leave at his credit in the Non-Vacation Department when he was transferred to the Vacation Department as District and Sessions Judge. After serving for a few months as Judge he took privilege leave. It has been ruled by the Government of India that the officer should, under Article 275, be allowed salary as Joint Magistrate for the period of his leave except for the number of days earned by service as District and Sessions Judge, for which he may be given full salary of the Judicial appointment under the note to Article 272, Civil Service Regulations, if admissible.

(G. I., F. D., No. 5335-P., dated the 8th November 1895. Dy. A. G. 2617, dated 4th August 1913.)

*Vacation can ordinarily be combined only under the conditions of Article 233.*

534. In the case of officers of the Vacation Department, to whom privilege leave under the ordinary rules is not admissible, vacation cannot be combined with long leave unless the conditions of Article 233 are fulfilled. But if an

officer while absent on vacation is compelled (by illness or other cause accepted by the Local Government or the authority empowered to grant the leave) to apply for leave in continuation, the vacation and leave may be combined without reference to the limit in clause (iv) of Article 233.

(G. I., F. D., No. 3865, dated 21st June 1904. Dy. G. I. 140.)

535. Officers whose privilege leave is regulated by Article 271, and who, under Article 277, may combine vacation with long leave, may also combine privilege leave on half pay, on the condition stated in Article 233.

C. S. R.  
277.

(G. I., F. D., No. 884-P., dated 14th February 1902. Dy. G. I. 131. E. B. & A.)

536. Vacation cannot be combined with long leave both at the beginning and end thereof.

(S. of S.'s Public No. 171, dated 29th September 1911, received with letter dated 15th December 1911. Dy. F. D. 2961 from Principal, Presidency College and G. I., F. D., No. 437-C. S. R., dated 19th May 1914. Dy. G. I. 100.)

*Procedure of making over or receiving charge when vacation is combined with leave.*

537. The following procedure should be adopted in making over and receiving charge:—

- (1) When vacation is prefixed to leave the out-going officer will report before leaving head-quarters, that he makes over charge with effect from the end of the vacation. The relieving officer will then take over charge at the end of the vacation in the ordinary way.
- (2) When vacation is affixed to leave the officer to be relieved will make over charge in the ordinary way before the vacation, the incoming officer on return at the end of the vacation taking over charge with effect from the beginning of the vacation.

These concessions are subject to the condition that it is necessary to place an officer in charge for the performance of work that may arise during the vacation, and such charge must be arranged for without extra expense to the Government.

(G. I., H. D., Nos. 724-731, dated 23rd May 1905. G. I., F. D., No. 3596-P., dated 21st June 1905. Dy. G. I. 131.)

538. District and Sessions Judges may avail themselves of the court vacations and may combine them with regular leave whenever such a combination can be arranged under Article 220, so as to involve no additional expenditure subject further to the conditions (i) that suitable arrangements should, in each instance, be proposed by the District and Sessions Judge concerned, approved by the High Court, and made for the disposal during vacation of any criminal work requiring attention; and (ii) that a District and Sessions Judge should obtain the express permission of the Local Government to avail himself

C. S. R.  
278.

without prejudice to his regular leave, of so much of the vacation as is not needed for the disposal of criminal business.

(Para. 26, G. I. Despatch to S. of S.'s No. 227 Fin., dated 4th August 1898, and para. 14 of S. of S.'s Despatch commd. in M. G. O. 999-Judl., dated 27th June 1899. Madras.)

C. S. R.  
278.

539. The procedure laid down in G. I., H. D., Nos. 724-731, dated 23rd May 1905 (Dy. G. I. 131) for cases governed by Article 277, Civil Service Regulations, should be followed in the case of District and Sessions Judges also.

The extra expenditure provided against in Article 278 (4) of the Civil Service Regulations does not include the travelling allowances admissible to an officer who is appointed to the additional charge of a District and Sessions Court, the regular incumbent of which is absent during vacation.

(G. I., F. D., No. 2460-P., dated 2nd May 1908. Dy. G. I. 58.)

540. The vacation allowance of an officiating District and Sessions Judge who reverts to a Joint Magistrate at the end of the vacation.

C. S. R.  
279.

"There is no objection to a Joint Magistrate taking privilege leave as Joint Magistrate in continuation of a vacation which he has enjoyed as a District and Sessions Judge provided the conditions of Article 220, Civil Service Regulations, are fulfilled."

(A. G.'s decision, dated 30th September 1912 in the case of Mr. Garu Saday Dutt, I. C. S. Filed in case No. 392 of 04-05.)

#### Section IV.—Examination Leave.

##### *Scope of the Article.*

541. Article 279 of the Civil Service Regulations applies to all optional language examinations not specially provided for in Section IV, Chapter XII of the Regulations.

(G. I., H. D., No. 265, dated 10th August 1910, with G. I., F. D., No. 4271-P., dated 15th August 1910. Dy. G. I. 238.)

#### Departmental Examinations.

##### *Assistant Surgeons allowed pay only once.*

C. S. R.  
284.

542. An Assistant Surgeon is allowed full pay of rank while proceeding to pass his septennial examination; but this indulgence is granted only once for each grade of examination.

(G. I., H. D., dated 18th August 1849; G. I., F. D., dated 21st September 1849. Allahabad.)

## Section V.—Hospital Leave.

*Station at which he serves*

**543.** The expression "Station at which he serves" was deliberately inserted and the concession of Article 287, Civil Service Regulations, are only admissible to men who receive medical aid as out-door patients from the hospital or dispensary of the station at which they are employed. **C. S. R. 287.**

(G. I., F. D., No. 533, dated 29th January 1883. Burma.)

**544.** The provisions of Article 288, Civil Service Regulations, have been extended to Head Warders and Orderlies belonging to the Jail Department in Bengal whose pay does not exceed Rs 20 a month. **C. S. R. 288.**

(G. I., H. D., No. 233, dated 10th October 1908, received with G. I., F. D., No. 5995-Ex., dated 21st October 1908. Dy. G. I. 387.)

**545.** The power of granting leave of absence to school mistresses under Article 288-A, Civil Service Regulations is delegated to the Director of Public Instruction, Bengal. **C. S. R. 288 A.**

(B. G., G. D., No. 1970, dated 18th November 1913. Dy. G. B. 6289.)

**546.** The provisions of Article 291 apply to all temporary syces employed in the Civil Veterinary Department in Bengal. **C. S. R. 291.**

(G. I., R. and A., No. 1696-99-2, dated 17th August 1906, received with G. I., F. D., No. 4831-P., dated 27th August 1906. Dy. G. I. 151.)

## Section VI.—Leave during recess.

**547.** The Director of Surveys, Bengal, is authorised to grant departmental or recess leave under Article 295 to the field establishment employed under him, without reference to the Surveyor General, subject to the principles laid down in rules 326-327 of the Hand Book of General Instruction for the Survey of India. **C. S. R. 295.**

(G. I., F. D., No. 4680-P., dated 12th August 1909. Dy. G. I. 122.)

## Chapter XIII.—Long Leave—European Services.

## Section I.—Extent of Application

*European Gardeners not eligible for European Service Leave Rules.*

**548.** European Gardeners employed in Bengal under the old or new rules are not entitled to the privileges of Chapter XIII of the Civil Service Regulations. **C. S. R. 297.**

(G. I. No. <sup>1188</sup><sub>83-8</sub>, dated 3rd August 1900, received with B. G. No. 4356-F., dated 22nd August 1900. Dy. G. B. 2173.)

C. S. R.  
297.

549. Application from individual officers for transfer from the Indian Service Leave Rules to the European Service Leave Rules may be dealt with by the Government of India without previous reference to the Secretary of State in Council; but the privilege should be granted only in cases where strong reasons exist; and each case should be reported to the Secretary of State with a statement of reasons.

(S. of S.'s Desp. 70-Finl., dated 11th June 1909, with G. I., F. D., No. 4812-P., dated 24th September 1909. Dy. G. I. 155.)

*Probationers or Officiating Assistant Superintendents of Police.*

550. In the case of Police Officers appointed before 1894, service in the rank of probationers or officiating Assistant Superintendent should be treated as counting for leave under the European Service Leave Rules, provided the conditions in Article 202 (b) (3) of the Civil Service Regulations are fulfilled.

(G. I., F. D., No. 1921-P., dated 31st March 1908. Dy. G. I. 1.)

**Section II.—Furlough.**

**General Limitation.**

*Military Officer does not take into the Civil Department furlough to his debit.*

C. S. R.  
299.

551. There is no rule under which a Military Officer becoming subject to Civil Leave Rules takes with him into the Civil Department furlough to his debit.

(G. I., F. D., No. 1911-A., dated 18th June 1895. C. I. T.)

*"Leave under British Army Leave Rules not to be included in the Maximum Furlough of 6 years."*

552. "Leave taken under the British Army Leave Rules by a Military Officer in Civil employ should be excluded in reckoning the six years beyond which under Article 299, Civil Service Regulations, Furlough is not admissible.

(S. of S.'s desp. No. 8-Financial (Leave), dated 13th June 1913, received with G. I., F. D., No. 635-C. S. R., dated 7th July 1913. Dy. G. I. 223.)

**Leave after Completion of Term of Service.**

*Principle of the rule explained.*

C. S. R.  
301.

553. The principle of the rule in Articles 555 and 620 of the Civil Service Regulations is that when an officer is allowed to continue in office after the date ordinarily fixed for his retirement, *i.e.*, in the case of a Co-opted Civil Servant on the completion of 35 years' service and in that of a Military Officer in Civil employ on the completion of 55 years of age, the prolongation of service is granted to enable the Officer to work, not to leave.

(G. I., F. D., No. 3806, dated 24th November 1869. Allahabad.)

**Furlough earned.***"Furlough" includes furlough on medical certificate.*

**554.** The term "Furlough" in Articles 300, 302, 304, 308 (b), etc., Civil Service Regulations, should be read as including furlough on medical certificate and should be deducted not only from "furlough earned" in accordance with the definition of active service in Articles 9 and 10 but also from "furlough due" in accordance with clause (a) of Article 304.

**C. S. R.  
302.**

(G. I. F. D., No. 4602-P., dated 30th July 1903. Dy. G. I. 194.)

*Military and Civil furlough earned may be taken in any order.*

**555.** A military officer in civil employ who has to his credit furlough earned partly under Civil and partly under Military rules may avail himself of either the military furlough or civil furlough at his credit or partly one and partly the other as he pleases.

**C. S. R.  
303.**

(G. I. F. D., No. 4930-P., dated 31st August 1906. Dy. G. I. 294.)

**556.** The provisions of the note under Article 303 whereby the Military Department is required to furnish the civil Audit Officer, when a Military Officer becomes subject to the Civil Leave Rules, with a memorandum of the furlough under military rules due to such officer at the time he became subject to the Civil Leave Rules, are not applicable to the case of a Military Officer subject to the Leave Rules of the staff corps at the time he entered civil employ. The calculation of the furlough due to such an officer during the period he was in military employ is to be made by the civil Audit Officer.

**C. S. R.  
303 (iii)  
note.**

(G. I., M. D., No. 738-A., dated 29th March 1890. Dy. G. I. 144 E. B. &amp; A.)

*Civil furlough cannot be anticipated if Military furlough is at credit.*

**557.** A Military Officer under Civil Leave Rules must take all the leave (Civil Military) that he has earned before anticipating leave on medical certificate under Civil Rules that he has not earned.

**C. S. R.  
303 & 308  
(a).**

(S. of S.'s No. 9-Finl., dated 9th September 1910, received with G. I., F. D., No. 5695-C. S. R., dated 29th October 1910. Dy. G. I. 352.)

**558.** The expression "leave with pay out of India" used in Article 303 (ii) of the Civil Service Regulations does not include time spent on temporary half pay under Military rules, nor is time so spent to be treated as leave for the purposes of Articles 299 and 300, Civil Service Regulations.

**C. S. R.  
303 (ii).**

(G. I., F. D., No. 3351-C. S. R., dated 5th June 1911. Dy. G. I. 135.)

**Furlough due.***Calculation of furlough of a non-continuous service, Royal Engineer Officer in permanent Civil employ.*

**559.** In calculating the furlough due under Civil and Military rules to a non-continuous service, Royal Engineer Officer in permanent Civil employ, the Civil Service Regulations should be observed.

**C. S. R.  
304.**

(G. I., F. D. (Military Finance), date 18th November 1910, with C. G., No. 10-E., dated 16th December 1910. Dy. C. G. 32.)



*Furlough due cannot exceed what would be due if service had been wholly under the European Leave Rules.*

C. S. R.  
305.

**560.** The amount of furlough due to an officer who, at some stage in his service, has passed from the Indian to the European Service Leave Rules shall not, at the time of proceeding on leave, exceed the amount which would be due if the officer had been under the European Service Leave Rules from the beginning of his service. The effect of this ruling in the case of an officer who has enjoyed leave on medical certificate under the former rules in excess of the furlough admissible under the latter at the time of transition from the one to the other would be to take the excess in reduction of the furlough earned during service under the European Service Leave Rules at the time he proceeds on leave.

(G. I., F. D., No. 5218-P., dated 12th December 1896. Dy. G. I. 315.)

### Furlough Admissible.

*Leave on medical certificate interrupts continuous service.*

C. S. R.  
308.

**561.** In the case of an officer transferred from the Indian Service Leave Rules to the European Service Leave Rules, leave on medical certificate under the Indian Service Leave Rules should be treated as an interruption of continuous service for the purpose of Article 308 of the Civil Service Regulations.

(G. I., F. D., No. 4388-P., dated 15th October 1896. Dy. G. I. 288.)

*Eighteen months how reckoned.*

**562.** The interval of 18 months required under Article 308 (b) (iii), Civil Service Regulations, should be reckoned from the date of the officer's actual return to duty after leave, *i.e.*, in the case of leave taken out of India the date of expiry and not commencement of the subsidiary leave.

(G. I., F. D., No. 3249-Ex., dated 5th June 1903. Dy. G. I. 110.)

**563.** The interval of 18 months required under this Article should terminate on the commencement of the privilege leave portion of the combined leave subsequently taken and not on the commencement of the furlough portion of such leave.

(G. I., F. D., No. 6294, dated 6th October 1904. Dy. G. I. 312.)

*First furlough defined.*

**564.** The expression "first furlough" in clause (IV) (1) and (2) should be read as meaning first furlough with or without medical certificate and in the case of a Military Officer who before becoming subject to the Civil Leave Rules has had furlough or leave on medical certificate under the Military Leave Rules the grant of furlough without medical certificate should be regulated by clause VI (2).

(G. I., F. D., No. 4602-P., dated 30th July 1903. Dy. G. I. 194.)

C. S. R.  
309.

**565.** An officer who has been granted privilege leave, in combination with furlough or special leave, should be considered as absent on furlough or special leave for the purposes of Article 309, Civil Service Regulations, from the date his furlough or special leave begins.

(G. I., H. D., No. 3137, dated 16th May 1901. Dy. G. I. 30. E. B. & A.)

*Responsibilities of the Audit Officer.*

**566.** In as much as it cannot be said with certainty, two or three months in advance, whether a furlough will or will not be available on a particular date and thereby strict application of the provisions of Article 309 will not be possible; it will be sufficient if the audit officer merely reports the facts as far as he knows them at the time an officer applies for furlough or special leave, any excesses that may afterwards occur being condoned.

(G. I., F. D., No. 4321-P., dated 15th August 1901. Madras.)

*Number of Pilots allowed to be absent.*

**567.** The number of Pilots allowed to be absent on leave, other than privilege leave or, in the case of Licensed Pilots, leave for period not exceeding three months at one time, including three Pilots in command of the Pilot Brig, is reduced from 11 to 10.

(B. G. 459-M., dated 22nd February 1895. Dy. G. B. 4676 and 507-M., dated 16th March 1896. Dy. G. B. 5571.)

**568.** It is the practice of the Bengal Government to exercise the check imposed by Article 309 on the grant of furlough to members of the Indian Civil Service. No check is exercised by the Accounts Department.

(B. G. 3601-A. D., dated 26th October 1910. Dy. G. B. 3152.)

**569.** The phrase "on very urgent private affairs" used in this Article applies to both furlough and Special leave.

(G. I., F. D., No. 3107-P., dated 24th June 1904. Dy. G. I. 148.)

*Officers of the Jail Department excluded from the Provincial list.*

**570.** For purposes of calculating the number of officers of the Indian Medical Service that may be simultaneously on leave from a province, the number of officers of that service holding Jail appointments will be excluded from the total number of Indian Medical Service officers holding sanctioned appointments in that province; and the number of officers holding Jail appointments that may be granted leave at one time will be calculated with reference to the total number of officers of the Indian Medical Service holding Jail appointments in the whole of India.

(G. I., H. D., Nos. 35-47, dated 30th January 1908, received with G. B. No. 331-Medl., dated 10th February 1908. Dy. G. B. 5337.)

**571.** It is not intended that when privilege leave is combined with furlough under Article 311, the amount of the combined leave should be limited to one year.

**C. S. R.  
311.**

(G. I., F. D., No. 2294-P., dated 30th April 1901. C. P.)

### Leave Allowances.

#### *Actual salary.*

- C. S. R.**      **572.** The phrase "his actual salary when he takes leave" in the proviso to  
**314 (a)** this Article, means the rate of salary actually drawn by an officer on the day  
preceding that on which his leave commenced.

(G. I. F. D., No. 6491-P, dated 24th November 1905. Dy. G. I. 403.)

#### *Allowance for furlough under Staff Corps Rules.*

- C. S. R.**      **573.** The minimum furlough allowance of Military Officers subject to the  
**314 (b)** Civil Rules for furlough due under the Staff Corps leave rules is the allowance  
admissible under the Staff Corps leave rules.

(G. I. F. D., No. 1686-P, dated 12th April 1892. C. I. T.)

**574.** The date on which a Military Officer is considered to have entered civil  
employ, for the purposes of applying the minimum furlough rule under Arti-  
cle 314 (b), is either the date of his substantive appointment in the Civil  
Department, or in the case of an officer who has officiated in the Civil Depart-  
ment continuously for three years, the date on which he completes the period  
of three years.

(G. I. F. D., No. 1269, dated 15th March 1890, to C. I. T. C. P.)

#### *Orders not specifying whether leave is to be on full staff salary.*

- C. S. R.**      **575.** If the orders of the Government of India granting leave in India to  
**314 (b)** an Assistant Surgeon do not specify that any portion of the leave in India is to  
be on full Staff salary, he should be granted, without further reference, under  
Subsidiary Rule III, Appendix B, page 450 of the Army Regulations, Volume  
I, Part I (1898), the pay of his rank and half the Staff salary of his  
appointment during such leave.

(G. I. M. D., No. <sup>816</sup><sub>F.</sub>, dated 20th March 1889. Allahabad.)

#### *Allowance during furlough in excess of the period earned under Civil and Military Rules combined.*

- 576.** A Military Officer in Civil employ who is, under Article 308 (a), Civil  
Service Regulations, granted furlough on medical certificate for a period in ex-  
cess of the amount earned by his service under the Civil and Military Rules  
combined, is entitled to the Civil minimum rate of absentee allowance for  
that period.

(G. I., F. D., No. 4859-B., dated 12th October 1895. Dy. G. I. 293.)

**577.** When a military officer in civil employ proceeds on furlough on medical certificate, earned partly under the military rules and partly under the civil rules, he is entitled—

C. S. R.  
314 (b).

- (1) to the military minimum rate of absentee allowance during such portion of the furlough as has been earned under military rules, and
- (2) to the civil minimum rate during the period earned under civil rules and for any period in excess of the amount earned by service under both military and civil rules combined.

(G. I., F. D., No. 3706-P., dated 4th July 1906. Dy. G. I. 181.)

*Furlough Allowance to a Military officer subject to the Leave Rules of 1868.*

**578.** Under note (1), Rule V, Chapter I, Appendix A, of the Army Regulations, Volume I, Part I, 1898, a Military Officer's furlough allowance should not be less than the furlough pay or his substantive Military rank.

C. S. R.  
314.

(G. I., F. D., No. 979, dated 25th February 1887. Allahabad.)

*Subsistence Allowance for the third year of an officer's furlough.*

**579.** In the event of an officer obtaining three years' continuous furlough he will be entitled to draw, for the third year of his leave, a subsistence allowance calculated under the provisions of Article 315(1), Civil Service Regulations, even though it may be less than his furlough allowance.

C. S. R.  
315

(G. I., F. D., No. 100-P., dated 1st May 1895. Dy. G. I. 62.)

**580. 1.** Extra furlough for the purpose of study may be granted to officers of the Indian Medical Service on the recommendation of the Director-General, Indian Medical Service.

2. The period of such study leave will be calculated in the case of an officer taking study leave while under Military Leave Rules at the rate of one-twelfth of pension service, and in the case of an officer taking study leave while under Civil Leave Rules at the rate of one-twelfth of the same service as qualifies for his furlough under Articles 302 and 303 of the Civil Service Regulations up to a total in any case of twelve months in all during an officer's service.

3. Study leave may be taken at any time, but will not be granted more than twice in the course of an officer's service. The conversion under Rule 8 of part of an officer's furlough into study leave does not count as a grant of study leave within the meaning of this rule.

4. The minimum period of study which will render an officer eligible for study leave shall be two months.

5. The minimum period of leave granted solely as study leave shall be six months. Time spent on the journey to and from India by an officer whose study leave is not combined with any other kind of leave, will reckon as study leave, but the allowance specified in Rule 10 will be granted during

the period of study only. An officer whose study leave is combined with any other kind of leave will, however, be required to take his period of study leave at such a time as to retain, at its conclusion, a balance of other previously sanctioned leave sufficient to cover his return journey to India.

When an officer has been granted a definite period of study leave and finds after arrival in England that his course of study will fall short of the sanctioned period to any considerable extent, his absence from India will be reduced by the excess period of study leave unless he produces the assent of the authorities in India to his taking it as ordinary furlough.

6. Study leave can be combined with any other kind of leave provided the period occupied in study is not less than two months and, in the case of leave on medical certificate, provided that the Medical Board at the India Office certifies that the officer is fit for study. In the case, however, of officers in military employment, study leave cannot be taken in continuation of the combined privilege leave and furlough admissible under the terms of India Army Order No. 64 of 1904, if the total period would thereby exceed eight months, but study leave may be so taken provided such leave is for not less than two months and the total period of combined privilege leave, furlough and study leave does not exceed eight months; this limitation to eight months does not, however, apply in the case of study leave combined with privilege leave alone.

“The total period of absence from duty in India in the case of officers under the Leave Rules of 1886 for the Indian Army or under the Civil Rules will be strictly limited to two years, subject to the following provisos:—

- (a) In the case of officers under Leave Rules of 1886 for the Indian Army, no leave (including study leave combined with other leave) in excess of one year may be granted in the first instance, and
- b) In the case of officers under the Civil Rules, the leave granted may be extended up to a maximum of three years, on medical certificate.”

(S of S's despatch No. 120 (Mily.), dated 21st November 1913, with G. I., F. D., No. 51-C. S. R., dated 21st January 1914. Dy. G. I. 602.)

7. Except as provided in Rule 8, all applications for study leave shall be submitted with the audit officer's certificate to the Director-General, Indian Medical Service, through the prescribed channel, and the course, or courses, of study contemplated and any examination the candidate purposes to undergo shall be clearly specified therein.

8. Officers on furlough who wish to have part of their furlough converted into study leave should address the Under Secretary of State, India Office, and should furnish a statement showing how it is proposed to spend the study leave. Similarly, officers on furlough, or other leave, who desires to have it extended for purposes of study, should address the Under Secretary of State, but in addition to the statement of the proposed study they must support their applications with documentary evidence of their having obtained the approval of the authorities concerned in India to their applying for an extension of leave.

9. An officer who is at home on combined leave may be permitted to commence a course of study before the end of his privilege leave, and draw for such period the lodging allowance admissible under Rule 10, without forfeiting his privilege leave allowances during such period. For all purposes of record and subsequent calculation of leave, the full amount of study leave taken shall in such cases be post-dated as if it commenced at the end of the privilege leave.

10. For the course of study, lodging allowance at the rate of 8s. a day for a field officer, 6s. for a Captain, and 1s. for a Lieutenant, will be granted on the production of the certificates required by rule 12. It is to be understood that in order to qualify for the grant of study leave or for the receipt of lodging allowance, a definite course of study at a recognised institution, which will occupy the time of the officer for five or six days a week, must be pursued.

"Lodging allowance will be admissible up to 14 days for any period of vacation. A period during which an officer interrupts his course for his own convenience cannot be considered as vacation.

"In the case of an officer retiring from the service without returning to India after a period of study leave, the lodging allowance will be forfeited. If the officer is under Civil Leave Rules, the study leave will be converted into furlough to the extent of the furlough standing to his credit at the date of retirement. Any balance of the period of study leave mentioned above which cannot be so converted will be excluded in reckoning service for pension."

11. The rate of pay admissible during study leave is as follows :—

*A.*—To an officer taking study leave while under Military Leave Rules; the rate of furlough pay admissible to him under these rules.

*B.*—To an officer taking study leave while under Civil Leave Rules; the rate prescribed in Article 314 of the Civil Service Regulations for an officer on ordinary furlough, subject to the limits laid down in Article 314 (a).

12. On completion of a course of study a certificate on the proper form (which may be obtained from the India Office), together with any certificates of special study should be forwarded to the Under Secretary of State, India Office, who will arrange for the transmission of copies of the documents to the Director-General, Indian Medical Service. Officers may also be called upon to report themselves in person to the President of the Medical Board, India Office, on the conclusion of their course of study.

13. Study leave will count as service for promotion and pension, but except so far as it may be taken during privilege leave (see Rule 9), it will not count for furlough or any other leave. It will not affect any leave which may already be due to an officer; and will not be taken into account in reckoning the aggregate amount of furlough taken by an officer towards the maximum period of six years admissible under Article 299 of the Civil Service Regulations.

(G. of I., A. D. No. 1387-1 (A.-D.), dated 27th August 1912. Dy. G. I. 347, dated 5th September 1912.)

(S. of S.'s despatch No. 62 (Military), dated 23rd May 1913 received with G. I., F. D., No. 627-C.S.R., dated 2nd July 1913. Dy. G. I. 207.)

*"Officers of the Civil Veterinary Department" and add the following:—*

**581.** Officers of the "Geological Survey of India," "Indian Civil Veterinary Department," and "Scientific and Technical Departments."

1. Extra furlough for the purpose of study leave may be granted to officers by the Government of India on the recommendation of the Head of the Department or of the Local Government under whom the officer applying for leave is serving. Such leave will not ordinarily be granted to officers to less than five years' service or to officers within three years of the date of which they have the option of retiring on pension.

**NOTE.** Extra furlough for the purpose of study may be granted by the Government of India on the recommendation of the Director to any graded officer of the Geological Survey who has completed more than three and less than 18 years' service.

2. The total period of study leave granted during an officer's service will not exceed 12 months in all.

3. Study leave will not be granted more than twice in an officer's service. This restriction however does not apply to an officer who has part of his furlough converted into study leave under Rule 8.

4. The minimum period of leave granted solely as study leave will be six months. The time spent on the journey to and from India by an officer whose study leave has not been combined with any other kind of leave will reckon as study leave.

5. Study leave can be combined with any other kind of leave provided that the period occupied in study is not less than two months and that in the case of leave on Medical Certificate the Medical Board at the India Office certifies that the officer is fit for the study. The total period of absence from India will be limited to two years unless an extension beyond that period is necessary on grounds of health, and is otherwise admissible under the leave rules. Further, when study leave is combined with any other kind of leave the total period of such combined leave must not, except in special cases, be less than six months.

6. An officer whose study leave is combined with any other kind of leave will be required to take his period of study leave at such a time as to retain at its conclusion, a balance of other previously sanctioned leave sufficient to cover his return journey to India.

7. Except as provided in rule 8, all applications for study leave shall be submitted with the audit officer's certificate to the Head of the Department through the prescribed channel and the course or courses of study contemplated and any examination a candidate proposes to undergo shall be clearly specified therein.

8. Study leave will count as service for promotion and pension but except so far as it may be taken during privilege leave, not for furlough or any other leave. It will not affect any leave which may already be due to an officer: it will count as extra furlough and will not be taken into account in reckoning the aggregate amount of furlough taken by the officer towards the maximum period of six years admissible under Article 299, Civil Service Regulations.

9. An officer on privilege leave or combined leave may be permitted to commence a course of study before the end of his privilege leave, and to count the period of privilege leave so spent as part of his study leave without forfeiting his privilege leave allowance during such period. With this exception an officer, during study leave, will draw furlough pay. If he is a military officer in civil employ he will be entitled to draw furlough pay as follows :—

A. If the rate of pay admissible during furlough earned by service under Civil Rules, is higher in his case than that admissible during furlough earned by service under Military Rules, then—

- (1) he draws pay at the former rate for such period of his study leave, as has been earned by his service under Civil Rules, and
- (2) for the remainder, if any, he can elect either—

(a) to draw pay at the rate admissible during furlough earned by service under Military Rules, or

(b) to draw it at the rate admissible during furlough earned by service under Civil Rules, for a period not exceeding the amount of such furlough at his credit. In this case equal period of the furlough at his credit earned by service under Civil Rules will be treated as if it had been earned by service under Military Rules.

B. If the rate of pay admissible during furlough earned by service under Military Rules, is higher in his case than that admissible in respect of service under Civil Rules, then—

- (1) he draws pay at the former rate for such portion of his study leave, as has been earned by his service under Military Rules and
- (2) for the remainder, if any, he can elect either—

(a) to draw pay at the rate admissible during furlough earned by service under Civil Rules, or

(b) to draw pay at the rate admissible during furlough earned by service under Military Rules, for a period not exceeding the amount of such furlough at his credit. In this case an equivalent period of the furlough at his credit earned by service under Military Rules will be treated as if it had been earned by service under Civil Rules

(G. I., F. D., No. 582-P, dated 11th February 1910. Dy. G. I. 549.)

NOTE 1.—An officer of the Indian Medical Service can proceed on combined privilege and study leave for a period of less than six months and also can take study leave within 18 months of his last return from privilege leave of over six weeks.

Under the rules as they stand, study leave is leave of a special kind for which no provision is made in the Civil Service Regulations and until further experience has been gained of the working of the rules, it is preferable to leave matters in their present position

(G. I., F. D., No. 1424-P., dated 18th March 1907. Dy. G. I. 663.)

NOTE 2.—The limitation to two years of the total period of study leave combined with other leave out of India, imposed on officers of the Indian Medical Service by rule 6 of the study leave rules, does not apply to the case of an officer of the Indian Medical Service subject to the Civil Leave Rules.

(G. I., F. D., No. 4242-P., dated 14th July 1907. Dy. G. I. 218.)



**NOTE 3.**—Study leave granted to an officer of the Indian Medical Service officiating in Civil employ does not operate as a break cancelling past officiating service within the meaning of Article 35 (e) (2) of the Civil Service Regulations, but it does not count towards the three years' continuous officiating service necessary to entitle an officer to the benefit of the Civil Leave Rules.

(G. I., H. D., No. 751, dated 26th July 1907, received with B. G. No. 831-T-Med., dated 12th August 1907. Dy. G. I. B. 2329.)

**NOTE 4.**—Officers of the Indian Medical Service subject to the Civil Service Regulations are frequently allowed to have a portion of their furlough converted into study leave and their pay in such cases has to be revised by the India Office. For that purpose, in future in the case of every such officer the date on which he became subject to the Civil Service Regulations may be entered on his last-pay certificate when proceeding on leave to Europe.

(G. I., F. D., No. 718-C S R., dated 6th February 1912. Dy. G. I. 582.)

**NOTE 5.**—Objection need not be raised to grant of combined leave (of less than six months) and study leave if the total period of all the leave is six months or more.

(A. G.'s decision dated 12th March 1910.)

**NOTE 6.**—In applying rule 11 of the study leave rules of I. M. S. officers as revised in 1912, the general principle should be acted upon that part payments in respect of study leave and furlough shall not be affected by the change and the furlough to an officer's credit shall be calculated quite independently of any study leave taken. Thus the conversion of furlough referred to in rule 11A (2) b and B(2) b would be set aside, leaving the furlough unaffected, but the pay actually issued would stand. In cases where as a result of the operation of rule 11B (2) b furlough at Civil rules had already been taken in excess, the excess will adjust itself against civil furlough subsequently earned; in the rare cases in which as a result of the operation of rule 11A(2) b furlough at the Military rates has been taken in excess and can not consequently be adjusted against Military furlough, the excess must affect the furlough at credit in respect of service under civil rules.

(Para. 7 of the S of S's despatch No. 7-Finl. (Leave) dated the 10th May 1912, received with G. I., F. D., No. 231-C. S. R., dated 18th March 1914. Dy. G. I. 743.)

## Section V.—Subsidiary Leave.

### *Leave to Ceylon.*

**C. S. R. 321 & 322.** **582.** For the purpose of subsidiary leave, leave to Ceylon should be treated as leave out of India.

(G. I., F. D., No. 714-P., dated 8th February 1901. Dy. G. I. 407.)

### *Subsidiary leave not admissible after completion of term of service.*

**C. S. R. 321.** **583.** Subsidiary leave is inadmissible to an officer who has attained the age of 55 years or to a Member of the Indian Civil Service who has completed 35 years of service (*vide* Articles 301, 345, 555.)

(G. I., F. D., unofficial reference No. 349 of 1907-08.)

**584.** An officer returning from extraordinary leave granted under Article 332, in extension of furlough out of India, is entitled to subsidiary leave.

(G. I., F. D., No. 1641-P., dated 20th March 1902. C. P.)

## Leave Allowances.

### *District and Sessions Judges.*

**C. S. R. 330.** **585.** District and Sessions Judges proceeding on long leave between two vacations, the last of which they have enjoyed, get only half average salary during subsidiary leave in consideration of service rendered since the last vacation.

(G. I., F. D., No. 427-P. dated 31st January 1914. Dy. G. I. No. 830.)

586. "Article 321, Civil Service Regulations, lays down the general rule for the grant of subsidiary leave and it cannot be held that the provisions in that Article allow such leave in the case of extraordinary leave taken by itself. The term extraordinary leave referred to in Article 330 (d) refers only to such leave granted in continuation of other leave under Article 332 (i), Civil Service Regulations; and the existence of Article 330 (d), Civil Service Regulations, in itself implies that subsidiary leave should be granted after extraordinary leave, only, when extraordinary leave is granted in continuation of other leave, but not otherwise: when such extraordinary leave does not exceed a fortnight, allowances may be paid during subsidiary leave, as if it were leave subsidiary to furlough or special leave, as the case may be, under Article 330 (d), Civil Service Regulations, the intervening extraordinary leave being regarded as "dies non."

C. S. R.  
330(d).

(A. G.'s Order, dated 18th June 1912, in Bundle GA-115 of 1910-11.)

### Section VI.—Extraordinary Leave.

*Extraordinary leave can be given in continuation but not in combination.*

587. Though Article 332 of the Civil Service Regulations does not prohibit the subsequent grant of extraordinary leave in continuation of furlough if circumstances arise which prevent the officer's return to duty at the end of the furlough, it specifically prohibits the grant of extraordinary leave in combination with furlough or with privilege leave and furlough prior to the officer proceeding on leave.

(G. I., F. D., No. 329-P., dated 24th January 1902. Dy. G. I 400)

#### *Casual Leave.*

*Infectious disease in the house.*

588. The period of absence of a subordinate directed by the head of his office to absent himself from duties in consequence of the prevalence of infectious disease in his house shall be reckoned as casual leave, but shall not be counted against casual leave that may be due.

(G. O. No. 626-Fin., dated 18th July 1898. Madras.)

589. Casual leave may be granted in continuation of a vacation at the discretion of the Local Government provided the absence is due to causes involving no evasion of rules.

C. S. R.  
332,  
Note.

(A. G., Mr. Brereton's decision of 14th December 1910, with draft G. A. No. 1624, dated 28th October 1910 and Dy. A. G. 862 and 939 of 1910-11.)

590. It has been ruled that the state should not be put to any extra expense in consequence of the absence of an officer during holiday or on casual leave.

C. S. R.  
332,  
Note.

(G. I., F. D., No. 215, dated 14th March 1894. C. P.)

**C. S. R.** **591.** Compensation holidays like casual leave are not recognised and are not  
**332.** subject to any rule regarding their accumulation or grant except that, as in  
**Note.** the case of casual leave (Article 332, note) no evasions of the rules must be  
caused.

(G. L. F. D., No. 6551-P., dated the 17th November 1908. D. G. L. 279.)

*Failure to return to duty owing to unforeseen circumstances.*

**C. S. R.** **592.** When it can be shown that an officer took reasonable precautions to  
**332.** return to duty within the period of his leave, but for any unforeseen circum-  
**Explanation.** stances (such as the failure to get a conveyance) he could not do so, he may get  
the benefit of this article.

(Reference No. T. M. 81, dated 1902-03.)

**593.** Casual leave was granted to several officers (Messrs. J. A. Robertson,  
Deputy Accountant-General, J. A. L. Swan, I.C.S., F. M. Luce, I.C.S. and the  
Rev. T. Scott, Senior Chaplain, Commander E. T. Beaumont, Port Officer),  
who were, while returning from leave (both long and short) in October 1905,  
delayed in the Suez Canal owing to the blowing up of the *Chatham*.

(Papers filed in the L. R. Branch of G. A. D.)

*Orders regarding the grant of casual leave.*

**C. S. R.** **593(a). (1)** The Bengal Government has ordered that casual leave for not  
**332.** more than ten days may be given by the officers nominated in column A of the  
following list to those mentioned opposite them in column B.

(2) Gazetted holidays cannot be used to extend the period of casual  
leave beyond ten days in all at one time.

(3) Not more than ten days' casual leave can be given in any one  
calendar year; but for the purposes of counting the ten days under this rule,  
Gazetted holidays need not be included.

(4) These orders lay down maxima. The concession must not be  
converted into an unauthorised system of privilege leave.

A.—Sanctioning Authority.

B.—Officers to whom leave may be  
granted.

Board of Revenue.

Commissioners of Divisions.

Commissioners of Divisions.

Collectors or Deputy Commis-  
sioners and Sub-Divisional  
Officers.

Collectors or Deputy Commissioners.

Assistant Collectors, and officers  
of the Provincial and Subordi-  
nate Civil Service.

Settlement Officers specially authorised Assistant Settlement Officers.  
to this effect by the Director of Land  
Records.

Heads of Departments.

Any officer in the Department.

Heads of Officers.

Non-Gazetted and Ministerial  
Officers serving in the office.

(5) Civil Surgeons, Superintendents of Central Jails, and District and Assistant Superintendents of Police must apply for casual leave, or for permission to leave the station or district on gazetted holidays, to the Head of the Department, through the District Magistrate.

(6) The rules laid down in this circular apply in every respect to Judicial Officers, except that the High Court will prescribe from time to time the authority to grant casual leave or absence during gazetted holidays in each case.

(B. G. Circular No. 2-A. D., dated 26th September 1904. Dy. G. B.-3670, dated 26th September 1910.)

*"Wholly in Civil employ" defined.*

594. The expression "Wholly in Civil employ for all purposes" relates to leave, and not to pay. C. S. R.  
333.

(G. I., F. D., No. 4635-P., dated 19th August 1897. Burma.)

## Chapter XIV.—Long Leave—Indian Services.

### Section I.—Extent of Application.

*The entire salary of a Local Fund servant acting in Government service taken into account.*

595. For purposes of calculating leave allowances of an absentee, whose pay is less than R100 a month, Local Fund servants acting in Government service in consequence of such absence should be treated as outsiders, *i.e.*, the entire salary of such an acting officer must be regarded as part of the "provision made for the discharge" of the absentee's duties. C. S. R.  
335.

(Madras.)

596. When a temporary appointment is created for a particular piece of work the officer who may be employed to fill it should not ordinarily be allowed

leave during the duration of the work, but if for any reason he is compelled or allowed to take leave, he should not get higher leave allowances as a consequence of the higher pay temporarily granted to him. In cases where the work is protracted, and when the duration of the temporary appointment is consequently prolonged, the leave allowances of the absentee and the savings referred to in Article 335 should be based on the pay attached to the temporary appointment and on the arrangement made for filling it during the absence of the substantive incumbent.

(G. I., F. D., No. 614-P, dated 5th February 1907. Dy. G. I. 304. E. B. & A.)

*Leave allowance of an officer holding a substantive appointment and who proceeds on long leave while holding a temporary appointment*

C. S. R.  
335.

597. In the case of an officer with a substantive appointment who proceeds on long leave while actually holding a temporary appointment on higher pay, the leave allowances and savings should be calculated with reference to the temporary appointment provided that the temporary appointment was originally created or has already lasted for more than six months.

(G. I., F. D., No. 6146, dated 5th February 1907. Dy. G. I. 563.)

*Rate of leave allowance is determined according to daily and not monthly balance.*

C. S. R.  
335(a).

598. In calculating the absentee allowance during long leave of an officer whose pay is less than Rs 100 a month, the balance of the pay day by day (and not for the month as a whole) should be taken into consideration.

(G. I., F. D., No. 2550-P., dated 29th May 1909. Dy. G. I. 96.)

## Section II.—Long Leave.

### Leave on medical certificate.

*Leave under note 1 should not be deducted from the total amount of three years.*

C. S. R.  
336.

599. Leave on medical certificate granted under Note 1, Article 336 of the Civil Service Regulations, to an Uncovenanted Officer who has a temporary or officiating appointment only should not be deducted from the total amount of three years admissible under that article to the officer concerned, if he eventually receives a substantive appointment.

(G. I., F. D., No. 2545, dated 21st May 1899. Allahabad.)

*When leave is granted to officiating Deputy and Sub-Deputy Collectors it may be assumed that no extra expense is incurred.*

**600.** When leave is granted by the Local Government under Articles 242 (a) and 336 (1) of the Civil Service Regulations to officiating Deputy and Sub-Deputy Collectors, it may be assumed that no extra expense has been incurred and a certificate to that effect need not be insisted on. If in any case it is found that an acting arrangement involving extra expense has been made, the matter should be reported to Government.

(G. B. 3743-A., dated 2nd August 1899. Dy. G. B. 1960.)

### Furlough.

*Eighteen months counted from the date of return to duty.*

**601.** In the case of privilege leave of over six weeks' duration taken in combination with other leave, the interval of 18 months prescribed by Articles 338, proviso (iii), 566, Section (4), and 583 (iii) of the Civil Service Regulations begins to run from the date of return to duty on the termination of the combined leave. C. S. R.  
338.

(G. I., F. D., No. 7520-P, dated 30th October 1902. Dy. G. I. 280.)

**602.** Furlough taken by an officer to visit England as a member of the Volunteer Contingent for His Majesty's Coronation, and any other short periods of furlough not exceeding three months which may have been taken by Government officials under the same special circumstances, shall not be held to interrupt service for furlough under the Indian Service Leave Rules.

(G. I., F. D., No. 4613-P., dated 5th August 1903. C. P.)

### Leave without Allowances

*Retrospective effect.*

**603.** The power conferred by rule 1 under Article 339, Civil Service Regulations, may be exercised with retrospective effect. C. S. R.  
339, Note.

(G. I., F. D., No. 5471-P., dated 17th October 1902. Dy. G. I. 267.)

### Leave Allowances.

*Medical Leave Allowance of Probationary Deputy and Sub-Deputy Collectors.*

**604.** The subsistence allowance of Probationary Deputy and Sub-Deputy Collectors does not enter into the calculation of half average salary. C. S. R.  
340.

(A. G.'s decision, dated 20th April 1910, and G. A. 216, dated 28th April 1910.)

*Reduction to a lower appointment during the currency of privilege leave.*C. S. R.  
340(c).

**605.** An officer reduced to a lower appointment during the currency of privilege leave combined with furlough is entitled to the following allowances:—

- (1) For the period of privilege leave, from the date of the order of reduction, pay of the reduced appointment (Article 60, Civil Service Regulations);
- (2) For the period of furlough, furlough allowances calculated on the pay of the higher appointment relinquished (Article 340 (c), Civil Service Regulations).

(G. I., F. D., No. 3827-P., dated 30th June 1903. Dy. G. I. 158.)

*An acting gazetted officer is entitled to half average salary.*

**606.** The leave allowance of an officer who acts in a gazetted appointment, but whose permanent appointment is not gazetted, should be calculated on his average salary as an officiating gazetted officer notwithstanding that under Article 211 (a) he does not retain a lien on his officiating appointment.

(G. I., F. D., No. 651, dated 9th February 1888. Dy. G. I. 671.)

*“Pay” to be taken in the case of a sub. pro tem. officer.*C. S. R.  
342.

**607.** When an officer holding an appointment substantive *pro tempore* proceeds on leave, the “pay” to be taken for the purposes of this article is the substantive *pro tempore* pay, if he has no other appointment, but the “pay” of his substantive appointment, if he has one.

(G. I., F. D., No. 4550-P., dated 29th July 1903. Dy. G. I. 193.)

*Minimum rate admissible when privilege leave is commuted to leave on medical certificate.*

**608.** The minimum rate of absentee allowances prescribed for sick leave is admissible in the case of an officer on privilege leave who proceeds out of India and whose leave is subsequently commuted to leave on medical certificate.

(G. I., F. D., No. 3700-P., dated 30th August 1893. C. I. T.)

*Minimum rate admissible if furlough is commuted to Medical leave out of India.*

**609.** The minimum rate of absentee allowance is to be applied in all cases of leave granted on a medical certificate out of India, and an officer whose furlough under Article 338 has been commuted to leave on medical certificate out of India is entitled to the minimum rate of absentee allowance.

(G. I., F. D., No. 4538-P., dated 27th October 1893. C. I. T.)

*Minimum rate admissible if leave, though not medical, is ordered by the Medical Board.*

**610.** Officers whose health may have broken down in India and who are ordered by a Medical Board to seek the restoration of their health in a temperate climate are entitled to the minimum rate of absentee allowances prescribed for officers on sick leave out of India, even although the leave granted be not technically leave on medical certificate.

C. S.  
34

(G. I., F. D., No. 166-P., dated 13th January 1893. C. I. T.)

*Minimum rate admissible for the whole period of two years of furlough.*

**611.** An officer who has been granted furlough for two years under Article 338 on the ground of ill-health is entitled to half average salary during the whole period of his furlough under Article 340 (b), and the minimum rate of allowances is also admissible to him for the whole period of his furlough.

(G. I., F. D., No. 2777-P., dated 2nd September 1893. C. I. T.)

*Minimum rate admissible for the whole period of leave on private affairs.*

**612.** The minimum rate of absentee allowance prescribed in Article 342 is admissible for the whole period of leave on private affairs out of India combined with privilege leave in the event of the combined leave being extended on medical certificate, and not for the period of extension only.

(G. I., F. D., No. 3595, dated 21st June 1902. Dy. G. I. 104.)

*Minimum rate applicable also to special departments and special officers.*

**613.** The minimum rate is applicable also to the special departments and special officers who are subject to the leave rules in Part V of the Civil Service Regulations.

(G. I., F. D., No. 4780-P., dated 6th November 1893. C. I. T.)

*Concession of minimum rate not admissible to one who takes sick leave in continuation.*

**614.** The concession of a minimum rate of absentee allowance under Articles 320 and 342 is intended for officers the state of whose health compels them to be absent from India, and not for an officer who after a period of leave without medical certificate out of India is compelled to take a short period of sick leave in India.

(G. I., F. D., No. 4023-P., dated 26th October 1899. Dy. 1056. C. I. T.)

*Minimum rate how applied when pay of officer is less than R100.*

**615.** An officer, whose pay is less than R100 a month, proceeding on sick leave out of India is not entitled to the minimum rates of the leave allowance as down in Article 342, if the grant of the minimum allowance would mean that the officer's leave allowance, together with the cost of providing for the discharge of his duties, would amount to more than the pay of the appointment.



**616.** The intention of the rules in regard to the grant of leave to such an officer when a substitute *not holding a substantive appointment* is appointed in his place, is that the Head of the office should fix the allowance to be paid to the substitute, and that the officer on leave should then get what may be admissible under the ordinary rules, but limited to the difference between the pay of the appointment and the amount granted to the substitute.

(G. I., F. D., No. 3005-P., dated 10th July 1897. Dy. G. I. 141.)

*The minimum is calculated on last salary and not on pay only.*

**617.** In cases coming under Article 340 (c), though the leave allowance is calculated on pay (and not on average salary), the minimum for the purpose of Article 342 should be calculated on last salary, and not on pay only.

(Madras.)

### Leave after Fifty-five years of age.

*Fifty-fifth birth anniversary a non-working day.*

C. S. R.  
345.

**618.** The grant of leave under the provision of Article 345 of the Civil Service Regulations is subject to the condition that the officer returns to duty. The formal joining at the end of such leave is an evasion of the rule which should not be permitted.

(G. I., F. D., No. 6580-P., dated 13th December 1902. C. P.)

**619.** In supersession of previous orders, all officers, Civil, Military or Naval, whether in Civil or in Military employ, will be held to have attained the age of fifty-five years on the day preceding the fifty-fifth birth anniversary which is to be reckoned as a non-working day, and an officer must retire or revert or cease to be on leave (as the case may be), with effect from and including his fifty-fifth birth anniversary.

(G. I., F. D., No. 3157-P., dated 18th July 1898. C. I. T.)

*Leave on Private Affairs not admissible under this Article on medical grounds.*

**620.** In a case in which an officer who attained the age of 55 years and was granted an extension of service, applied for leave on private affairs in extension of privilege leave already granted to him and furnished a medical certificate, it has been decided that the leave on private affairs up to the maximum period of six months may be granted, provided that the medical officer who recommends the extension certifies that, in his opinion, the officer reported upon will be fit to return to duty on the expiry of the leave.

(G. I., F. D., No. 4484-P., dated 8th September 1909. Dy. G. I. 291.)

(A. G.'s decision on a High Court reference No. 662, dated 15th June 1906. Dy. J. D. 485.)

Section III.—Subsidiary Leave.

*Subsidiary leave not admissible on return from extraordinary leave  
in continuation of medical leave.*

621. Subsidiary leave is not admissible on return from extraordinary leave without allowances granted in continuation of leave on medical certificate. C. S. R. 346.

(G. I., F. D., No. 21-P., dated 5th January 1903. Madras.)

*Limitation of Articles 341 and 342 apply to half and quarter average salary*

622. Half and quarter average salary referred to in Article 348 are subject to the limitations prescribed in Articles 341 and 342. C. S. R. 348.

(G. I., F. D., No. 518-P., dated 19th February 1896. Dy. G. I. 448.)



## PART IV.—ORDINARY PENSIONS.

## Chapter XV.—General Rules.

## Section I.—Extent of Application.

*Deputy Sanitary Commissioners.*

**623.** The Services of Deputy Sanitary Commissioners not belonging to the Indian Medical Service, who are appointed under the resolution quoted below, are non-pensionable. **C. S. R. 350.**

(*Vide* G. I., Education Deptt., Resolution Nos. 921-36, dated 23rd May 1912. Dy. G. I. 166.)

**624.** The Chief Inspector of Smoke Nuisance at Calcutta on R400—20—500 and 2 Assistant Inspectors on R300—20—400 each are not eligible for pension. **C. S. R. 350(b).**

(Paragraph 2, G. I., F. D., Despatch No. 240 of 1906 and S. of S.'s Despatch No. 157-Revenue of 1906, copies with F. D. No. 5238-Ex., dated 14th February 1906, Dy. G. I. 330; G. B., F. D., Edmt. No. 2518-F.—1397, dated 8th May 1913, Dy. G. B. 1087, Bdle. No. G. A.—270 of 1907-08.)

## Section II.—Cases in which claims are inadmissible.

**625.** The first notice given to an officer employed under the conditions of this Article ceases to be effective when it is cancelled by a subsequent order, and the officer is entitled to a fresh notice before his renewed term of employment for a further indefinite period could be cancelled. **C. S. R. 352(b).**

(G. I., H. D., No. 587, dated 23rd June 1904. C. P.)

**626.** When an officer under covenant for temporary service is retained in the service beyond the period of his engagement and becomes pensionable it is made a condition of his retention that the clause entitling him to six months' notice is cancelled. **C. S. R. 352(c).**

(G. I., F. D., No. 4208-P., dated 1st August 1905. C. P.)

**627.** The Government of India has been also authorized to grant pensions not exceeding in any case Rs. 1,000 a year or gratuities not exceeding in any case Rs. 3,000 to non-officials who are injured (or to the families of non-officials who are killed) during or in consequence of service rendered to **C. S. R. 352.**

Government, or who, though not injured, have rendered some exceptional service to the Government.

(S. of S.'s Despatch 44-Finance, dated 15th April 1910, with G. I., F. D., No. 2401, dated 19th May 1910. Dy. G. I. 51. E. B. and A.)

**C. S. R.** 352. 628. A treasurer who appoints an agent to carry on the work of a treasury and does not perform that work himself is not eligible for a pension.

(G. I., F. D., No. 3230-P., dated 9th July 1895. C. P.)

629. The posts of mechanic and carpenter employed in the salt-golas at Chittagong should be declared non-pensionable for future entrants after the present incumbents, Mr. J. Morino (mechanic) and Kalikinkor (carpenter) have relinquished their appointments.

(G. I., F. D., No. 3211-Ex., dated 22nd June 1910. Dy. G. I. 75. E. B. and A.)

630. Any allowances given to Government servants for pound work in addition to their ordinary pay are not to be considered when calculating pensions.

(C. C.—2339 Mis., dated 7th January 1895 Dy. 422. E. B. and A.)  
99-G.

NOTE.—The above order does not apply to clerks entertained in a district for pound work. Such clerks belong to regular Government establishment of the district and are not held to be in foreign service of the third kind.

(L. G., No. 8653-M., dated 21st February 1909. Dy. L. G. 2103 E. B. and A.)

631. Cooks, bhistis and sweepers employed by Government or local bodies in hospitals, dispensaries or other public institutions should ordinarily be persons employed temporarily subject to the provision of clause (4) of Article 352. Their service, therefore, does not qualify.

(G. I., H. D., No. 465, dated 3rd August 1893. C. P.)

NOTE.—The services of cooks employed in dispensaries, hospitals, etc., in this province do not qualify for pension

(L. G., No. 641-F, dated 18th February 1910. Dy. L. G. 2818. E. B. and A.)

### MISCONDUCT OR INEFFICIENCY.

**C. S. R.** 353. 632. In case deserving of special consideration the Government of India have been authorised to grant a compassionate allowance to officers removed or dismissed from the service on account of misconduct or inefficiency subject to the following conditions:—

(1) No allowance to be granted to an officer appointed in England or to one whose pay exceeds Rs250 a month.

(2) The allowance not to exceed two-thirds of the pension that would have been admissible if the officer had retired on medical certificate.

(S. of S. 101-Financial, dated 19th July 1907, received on 4th August 1907, with G. I. F. D., 5037-P., dated 28th August 1907. Dy. G. I. 337.)

## CLAIMS OF WIDOWS.

**633.** In very exceptional cases the Government of India may grant compassionate gratuities to families of Government servants left in indigent circumstances. The conditions are :—

C. S. R.  
354.

- (a) That the amount of the annual charge shall be limited to Rs22,500.
- (b) That the amount of an individual grant shall be limited to a maximum of gratuity, in exceptional circumstances, of Rs5,000, the precise amount in all cases being fixed according to the number in the family to be relieved and that particular necessities of the case. The amount of a year's pay of the deceased will, as a rule, be the maximum gratuity.
- (c) That the working head and support of the family to be relieved must be reported to have been a meritorious public servant, and the case will be regarded as strengthened if it can be shown that his life was shortened by the faithful discharge of his duties.
- (d) That the salary of the deceased must not have exceeded Rs750 a month unless his premature death rendered it practically impossible for him to make suitable provision for his family.

2. No pension will be granted from the fund, though in exceptional cases it might be found desirable to accord yearly grants for a limited period of time towards the education of children.

3. The fund will be cumulative, the unexpended balance being carried forward, provided that in no single year is the amount of Rs45,000 (or such lower amount as the Government of India may decide) exceeded.

(S. of S.'s Desp. 187, dated 15th November 1901, read. with G. I., F. D., No. 752-P., dated 10th February 1902. C. P.)

NOTE.—The fund referred to above is intended not only for the families of officers who die while in the service, but also for those of officers who die after retirement. The grant is strictly limited for the treatment of the most necessitous cases.

(S. of S.'s Desp. 52, dated 17th April 1908, with G. I., F. D., 3442-P., dated 10th June 1908. Dy. G. I. 90 E. B. and A.)

**634.** (a) The Government of India has been authorized to grant reduced pensions without reference to the Secretary of State to the heirs or other representatives of existing pensioners in accordance with the practice that had hitherto been followed, and in other cases to grant pensions up to a maximum of Rs1,000 a year when the circumstances are such that new political pensions would be granted in accordance with that practice. The limit of Rs1,000 a year will also apply to the increase of existing pensions, i.e., the Government of India may, at their discretion, sanction such increase in any case, provided the pension is not raised thereby beyond Rs1,000 a year. The Government of India is also authorized to grant political gratuities not exceeding Rs3,000 in any one case, the expression being interpreted in accordance with clause (c) below.

(b) The limit to be applied in case of grants of laud or land revenue shall not be higher than in that of political pensions, *i. e.*, Rs. 1,000 a year.

(c) The expression "political pension" should be understood as applying only to such pensions as are granted to non-officials whose services, descent, or connection are such that it is on general grounds of policy very desirable that Government should extend to them general measures of assistance or recognition.

(S. of S.'s Desp. 44-Finl., dated 15th April 1910, with G. I., F. D., No. 2401-P., dated 19th May 1910. Dy. G. I. 51. E. B. and A.)

### Military service.

*Uncovenanted servants not entitled to Army pension are eligible for Civil pension.*

C. S. R.  
356.

**635.** All uncovenanted servants (whether superior or inferior) who are not entitled to pension (*vide* list attached) under Article 595, Army Regulations, India, Vol. I, Part II, are eligible for the grant of pension under Part IV of the Civil Service Regulations.

(Letter No. 10473, dated 28th September 1885, from the Controller of Military Accounts, Allahabad.)

**636.** An Indian commissioned officer entering Civil employ and serving therein for not less than ten years shall be allowed to count for civil pension such period of military service as he has rendered since the age of 24 years, subject to the limitation that the military service allowed so to count shall in no case exceed ten years.

Any period of civil employ passed on probation up to a limit of two years shall also count towards pension under Articles 373 and 375, Civil Service Regulations.

(G. I., H. D., Nos. 1127—1131, dated 25th July 1912, and Nos. 1526—1535, dated 31st July 1913, received with F. D. No. 774-C. S. R., dated 11th August 1913. G. I. 302.)

C. S. R.  
356(3).

**637.** Service in the Army Reserve is not pensionable under military rules except when the non-commissioned officer or soldier concerned is recalled to the colours before taking his final discharge, and an officer not so recalled can count his service in the civil department while he was in the Army Reserve, provided it is otherwise qualifying.

(G. I., F. D., No. 6838-P., dated 28th October 1904. C. P.)

**638.** The term "Military Office" as used in Article 356(3), Note 1, Civil Service Regulations, includes the following Military Offices :—

Army Head-Quarters.

Northern or Southern Army Office.

Divisional Office.

Brigade Office.

The late Command, District and 1st class station staff offices prior to 1st June 1907.

(*Vide* G. of I., Finance Deptt. (Military Fin.), Resolution No. 1070-P., dated 9th September 1912, received with C. G. No. 710-A-A-346-12, dated 9th October 1912. Dy. C. G. 446.)

**639.** The term "Military Office" used in Note 1 to Article 356 (3) of the Civil Service Regulations is applicable to an office other than a regimental office. An Indian clerk who is employed in a regimental office and is subsequently selected for employment in a Civil Department or in a civil capacity can count service for civil pension from the date he joins his civil appointment. The only service that can be reckoned towards civil pension is that rendered in an unattached list appointment or in an appointment which is distinct from a regimental one.

(G. I., Army Deptt., 1861-1 (D. G. C.), dated 2nd August 1911, with G. I., F. D., No. 6032-C. S. R., dated 6th October 1911. Dy. G. I. 25. B. B. and A.)

*Previous Military Service of Indian Commissioned Officers transferred to Civil employ.*

**640.** Indian Commissioned Officers entering civil employ and serving therein for not less than ten years, shall be allowed to count for civil pension such period of Military service as he has rendered since the age of 24 years, subject to the limitation that the Military service allowed so to count shall in no case exceed ten years.

C. S. R.  
356.

(S. of S.'s Desp. No. 81-Financial, dated 6th June 1913, received with G. I., F. D., Order No. 610-C. S. R., dated 26th June 1913. Dy. G. I. 192.)

**641.** Military officers in civil employ and subject to civil leave rules revert to Military rules on retirement. Under the latter, all authorized leave taken under Military and civil rules including leave without pay necessitated by overstays of leave or any other cause counts as service for pension, while any period declared as absence without leave is thrown out in calculating their pensionable service but this does not involve forfeiture of past service (paragraph 216, Army Regulations, India, Volume II.)

(Comp. of Mily. Supply Accts., No.  $\frac{C. B.}{4519}$  (Pay), dated 14th May 1914. Dy. M. D. 84.)

## Chapter XVI.—Conditions of Qualifying Service.

### Section I.—Definition of Qualifying Service.

#### Beginning of Service.

*Appointments of inferior servants at advanced age prohibited.*

**642.** An inferior servant who was appointed at the advanced age of 63 was declared not to be entitled to an invalid gratuity and it was laid down that precautions should be taken to prevent such appointments in future.

C. S. R.  
360.

(G. I., F. D., No. 146, dated 13th January 1879. Dy. G. I. 19366.)



## Section II.—First Condition.

### Service under Government.

- C. S. R.**      **643.** The services of Potdar whether appointed by the District Officer or  
**362.** by the Treasurer is non-pensionable.  
(Govt. E. B. & A. Cir. 4-E., dated 17th August 1908. Dy. L. G. 7; and G. I.,  
F. D., 721-F., dated 5th February 1908. Dy. <sup>S. A.</sup> 1162. E. B. & A.)

#### *Service paid from Contract allowances.*

- C. S. R.**      **644.** Services of clerks of Public Prosecutors and Government Pleaders are  
**365.** paid from Contract establishment allowances and are not therefore pension-  
able under Article 365, Civil Service Regulations.  
(This office No. 2309-T. B., dated 13th February 1907.)

## Section III.—Second Condition.

### General Principles.

- C. S. R.**      **645.** Orderly peons under Joint Magistrates are treated as belonging to a  
**368.** temporary and consequently non-pensionable establishment.  
(A. G. B.'s No. 174-P. R., dated 24th May 1910. Dy. A. G. 225. E. B. and A.)

**646.** Service rendered in establishments of Honorary Magistrates paid from the General (Provincial) Revenues should be treated as permanent and qualifying for pension except in cases in which the establishments were specially sanctioned by Government for a limited period.

(G. I., F. D., No. 477, dated 22nd November 1897, received with C. G. Dy. 182 of 1899-1900 E. B. and A.)

- C. S. R.**      **647.** The ruling contained in G. I., F. D., No. 5040-P., dated 8th  
**370.** September 1905 (quoted in 376, C. S. R.), does not overrule Article 370 which provides for cases in which the temporary appointment is eventually made permanent. The effect of that Article is to convert service retrospectively from temporary into substantive and qualifying for pensionary purposes. In such cases therefore the permanent officer deputed can count the period of his deputation on temporary duty in respect of the temporary appointment he actually holds and his *locum tenens* can count his acting service under Article 371.

(G. I., F. D., No. 632-P., dated 4th February 1909. Dy. G. I. 399. E. B. and A.)

#### *Scope and Intention of Article 368, C. S. R.*

**648.** The rule in Article 368, C. S. R., gives Local Governments power to sanction pensions to temporary employés up to Rs 10 a month irrespective of

whether they were brought on subsequently to pensionable service, and the terms of any special rule such as that referred to in Article 381 (b) of the Civil Service Regulations do not restrict in any way the powers to grant a concession in exceptional cases under the Rule in Article 368. •

From the very nature of temporary service, the grant of a pension can only be justified in very exceptional circumstances. The concession, which has been embodied in Article 368, is intended to provide some means of support in their old age for temporary employes whose long and faithful service in an appointment not qualifying for pension is such as to merit special consideration. It follows then that, while length of service, approximating, if it does not actually come up to, the service required for pension in ordinary establishments, is almost an essential condition for the grant of a pension under Article 368, it cannot be admitted, in itself and apart from other circumstances, as justifying the concession. Moreover, while it is unnecessary to limit the conditions so as to preclude a pension being given for substantially shorter periods of service, it must be clear that cases of this kind must be altogether exceptional and that the application of the ordinary rules of compensation, superannuation or invalid pension to temporary employes can only be justified by very special circumstances.

(G. of I., F. D., No. 413-C. S. R., dated 20th August 1912. Dy. G. I. 319.)

*Extra Press employes, Salaried or Piece.*

649. Press hands who were transferred from the extra to the permanent piece establishments with effect from the 1st October 1908, should be allowed to count their temporary service for pension, in the same way as the men transferred on the same date from the extra to the Permanent Salaried Establishment.

C. S. R.  
370.

(G. I., F. D., Order No. 5613-C. S. R., dated 12th September 1911 Dy. G. I. 348.)

*Temporary Employment in the Indian Educational Service.*

650. Officers appointed temporarily to the Indian Educational Service shall, on subsequent confirmation, be permitted to count such temporary service for leave and pension.

(S. of S.'s Despatch No. 152-Public, dated 23rd August 1912, received on 8th September 1912, with G. I., F. D., 533-C. S. R., dated 13th September 1912. Dy. G. I. 361.)

*When temporary service counts.*

651. The principles underlying the rule contained in Article 370, Civil Service Regulations, are:—

C. S. R.  
371.

- (i) When posts sanctioned temporarily in the first instance are subsequently made permanent, the whole temporary service of the officers in the temporarily or experimentally created posts may count for pension.
- (ii) The same appointment on the same establishment must be transferred from the temporary to the permanent footing in order to secure

the benefit of this Article; an officer may not count service in a temporary establishment merely by reason of his being transferred thence to another and a permanent establishment.

- (iii) An officer transferred from a temporary to a permanent establishment may count his service on the temporary establishment if that establishment becomes permanent after his transfer.

In applying the principles enumerated above, a strictly literal application of the second test would be inequitable when separate establishments are successively amalgamated into one, and the collective duties remain the same, and when it may not be possible to identify the appointment of any one of the clerks after the amalgamation with the appointment which he held before it, provided the general character of the work remains the same.

(G. I., F. D., Order No. 4824, dated 7th August 1911. Dy. G. I. 286.)

*When officiating service counts.*

C. S. R.  
371.

**652.** An officer without a substantive appointment may count his officiating service in the following cases :—

- (a) in an appointment which is vacant or in an appointment the permanent incumbent of which does not draw part of the pay or count service, if he is without interruption appointed substantively in an appointment other than that in which he was officiating ;
- (b) if he officiates continuously in vacancies fulfilling the conditions of Article 371 but caused by the absence of different substantive incumbents and is eventually appointed substantively without interruption in appointments of the same class, though not necessarily in any of the vacancies in which he has been officiating.

When it is found impossible to determine with certainty the nature of the vacancies in which an officer has officiated, an order of the Local Government allowing him the benefit of Article 371 may be accepted. The officiating service of an officer in an appointment not vacant or the permanent incumbent of which draws part of the pay or counts service does not involve forfeiture of previous officiating service which fulfilled the conditions of Article 371, Civil Service Regulations.

(G. I., F. D., No. 3084-P., dated 13th May 1904. Dy. G. I. 60.)

**653.** Services in the temporary ministerial establishment of Deputy Collectors at the headquarters of districts in Bengal which were made permanent on the 10th June 1901, under Bengal Government, Financial Department, Order No. 439-T. F., dated 10th June 1901, count for pension under Article 371. But services rendered by clerks prior to 10th June 1901, on such establishments which did not continue to exist on that date, do not count for pension.

(A. G. B.'s P. R. 1814, dated 29th January 1907. Dy. A. G. 2909. E. B. and A.)

*Officiating service of Munsifs.*

**654.** Munsifs in the various provinces, including in Bombay the corresponding grade of Judicial Officers, namely, Subordinate Judges of the 2nd class

count as service qualifying for pension the periods, whether continuous or not during which they have held acting appointments prior to confirmation.

(S. of S.'s Despatch No. 5-Judicial, dated 22nd January 1909, with G. I., F. D., No. 3021-P., dated 21st June 1909. Dy. G. I. 140.)

The above despatch was received in India on 8th February 1909.

(B. G., F. D., No. 728-T. F., dated 11th June 1909. Dy. G. B. 1140.)

NOTE.—Under the above order only the officiating services of Munsifs and not the service held by them in temporary appointments sanctioned for a definite period should be treated as qualifying for pension.

(A. G. B.'s P. R. No. 1931, dated 19th January 1911. Dy. A. G. 1109. E. B. and A.)

#### *Apprentices and Probationers.*

655. The leave and apprentice reserve sanctioned for the Civil Account office, Bengal, is composed of (1) 8 per cent. absentee reservists, (2) 5 per cent. apprentice reservist. The former form a part of the permanent strength of office, and their service therefore qualifies for pension, but the latter are outside the permanent list and their service does not qualify.

C. S. R.  
372.

(G. I., F. D., No. 2950-P., dated 29th May 1906. Dy. G. I. 54. E. B. and A.)

656. The term police recruit, whether in the Military or Civil Police, applies to a police officer after he has been enlisted. Such an officer holds a substantive post and draws substantive pay from the date of his enlistment.

C. S. R.  
373.

(I. G., Police, E. B. and A., No. 1746-F. 5 of 1909 A., dated 28th January 1910. Dy. P. L. D. 2652. Bundle T. B. 137 of 1909-10. E. B. and A.)

#### *Police Probationers recruited in India.*

657. All the Police probationers recruited in India after 15th March 1894 for Bengal were recruited under the orders in the Despatch of the Secretary of State's No. 11, dated 1st March 1894.

C. S. R.  
374.

N. B.—The appointment of Lieutenant F. S. McNamara and Mr. C. H. M. Horne were special cases provided for in paragraph 6 of the Secretary of State's despatch.

(Vide Inspector-General of Police's No. 12587, dated 25th May 1905. Dy. P. L. D. 350.)

658. The service of a Government servant holding a substantive appointment in one office and transferred as a probationer on a subsistence allowance to another office counts towards leave and pension.

C. S. R.  
373, 375.

A Government servant holding a substantive appointment in one office and transferred as a probationer on a subsistence allowance to another office may count towards leave and pension his service in the latter capacity. It is essential, however, that the officer should retain a lien on his substantive appointment so that he may return to it in the event of his not being confirmed. Moreover, as under Article 355 (b), Civil Service Regulations, two officers cannot simultaneously count service in respect of the same office, no other officer may either be confirmed in the appointment substantively held by him or count for pension his service in that appointment. •

(Vide G. I., F. D., No. 59-C. S. R., dated 15th May 1912. Dy. G. I. 117 of 1912-13.)

**Permanent Officer deputed.**

*Service in respect of permanent appointment counted.*

**C. S. R.  
378.**

**659.** A permanent officer doing temporary duty counts his detached service in respect of his permanent appointment, and not in respect of his temporary duty—*see* Article 490.

(G. I., F. D., No. 1009-P., dated 3rd March 1897. Madras.)

**660.** When a temporary appointment subsequently becomes permanent, it should be treated as retrospectively permanent from its beginning. A permanent officer holding the temporary appointment should therefore count service and emoluments for purposes of pension in respect of that appointment and his *locum tenens* will count service under Article 371, Civil Service Regulations, in the appointment vacated by the officer.

(G. I., F. D., No. 632-P., dated 4th February 1909 Dy. G. I. 568.)

**661.** When under Article 89, a local Government suspends the lien of an officer on his substantive appointment, he counts service for pension in respect of the quasi-permanent appointment he actually holds and consequently his *locum tenens* counts service in respect of his substantive provisional appointment.

(G. I., F. D., No. 5040-P., dated 8th September 1905. C. P.)

**NOTE.**—In the case of officers holding permanent appointments under Government who are transferred to the establishment appointed by the Collector for the guard and supervision of a salt warehouse, the cost of which is paid by the bonder, it should be held that the lien on the officer's permanent posts in Government service is suspended under Article 89, and that their service in the Salt Establishment is service qualifying for pension.)

(E. B. and A., No. 6728-F., dated 11th November 1910. Dy. L. G. 2105. E. B. and A.)

*Temporary service in the Bengal Salt Establishment.*

**662.** Government of India is authorized to allow period of non-pensionable service rendered in a temporary post of the Salt Establishment of Bengal, to which an officer is transferred in the public interest from a permanent pensionable post on the same Establishment, to count for pension or gratuity as the case may be.

(*Vide* Secy. of State's Despatch No. 89-Financial, dated 26th July 1912, with G. I., F. D., No. 434-C. S. R., dated 15th August 1912. Dy. G. I. 308.)

*Piece-work.*

**C. S. R.  
380.**

**663.** The Government of India have decided that (a) the service of Section writers on the establishment of the High Court, Appellate Side, Calcutta, should be treated as pensionable in the case of—

- (1) men now on the regular establishment who were previously Section-writers, and
- (2) men now on the staff of Section-writers paid by Government, who may hereafter be appointed to the permanent staff ;

(b) that service as Section-writers should not count for pension in the case of—

- (1) Section-writers now in service, who are not eventually transferred to the regular establishment ;
- (2) Section-writers appointed in future, whether they are subsequently transferred to the permanent establishment or not.

(G. I., H. D., No. 967, dated 6th July 1910, with G. I., F. D., No. 3650-P., dated 12th July 1910. Dy. G. I. No. 182. Bundle No. P. R. 94 of 1908-09.)

*Condonation—Short Break in service.*

**664.** The Governor is authorized in dealing with pension claims in which short break of service has occurred to declare for the purposes of Article 381 (b), Civil Service Regulations, that the service may be reckoned as continuous in those cases when from the extreme shortness of the break or from the ascertained circumstances of the case it is satisfied that the intention was to keep the person continuously employed and that the break was presumably due to faulty arrangements. This power should not be exercised when the circumstances of the case clearly indicate that such a presumption would be incorrect as in a case when even a short period of temporary service had intervened.

(G. I., R. A., No. 1199 -255-2, dated 3rd August 1905, with G. I., F. D., No. 4681-P., dated 15th August 1901. Dy. G. I. 228.)

**Surveys and Settlements.**

*Condonation of interruption.*

**665.** A Local Government cannot condone under Article 422, Civil Service Regulations, an interruption between an officer's non-qualifying service in the Settlement Department and his subsequent qualifying service, in order to make the former service qualifying under Article 381 (b), Civil Service Regulations.

C. S. R.  
381(b).

(G. I., F. D., No. 6277-P., dated 14th October 1903. Allahabad.)

*Service in the Settlement Department followed by service qualifying from a Patwari Fund.*

**666.** Service in the Settlement Department counts with retrospective effect for pensions if followed without interruption by service which qualifies from a Patwari Fund.

(G. I., F. D., No. 7498-P., dated 30th November 1901. Dy. G. I. 371)

**667.** The term "Settlement service" used in Article 381 (b), Civil Service Regulations, includes all Settlement service even if paid from a Contingent grant.

G. I., F. D., No. 85-P., dated 6th January 1908, to A. G. U. P. copy with Dy. G. I. 568.)

Section IV.—Third Condition.

**Fees and Commissions.**

*Fees not to be included in pay to determine whether service is superior or inferior*

**C. S. R. 392(b), 396 and 397.**      **668.** Service paid from fees and commissions in addition to pay from the general revenues qualifies under Article 392 (b), Civil Service Regulations, but fees and commissions should not be included in pay to determine, with reference to Articles 396 and 397, whether the service is "Superior" or "Inferior."

(G. I., F. D., No. 544, dated 4th February 1886. Allahabad.)

Section V. —Distinction between Superior and Inferior Service.

**INFERIOR SERVICE.**

**C. S.R. 396.**      **669.** A butler on a Government steamer, not belonging to the Indian Marine is an inferior servant.

(G. I., F. D., No. 1116-P., dated 8th August 1910. Dy. G. I. 126, E. B. and A.)

**670.** Mahuts in all Departments should, for purposes of pension, be held as "inferior." They should not be placed on half pay on the death of the elephants in their charge, but should be given leave or employed temporarily in such other capacity as may be found most convenient.

(C. C. 216 Mis. 2202-30-G. and 216 Mis. 3533-34-G., dated 7th March 1904, and 13th April

1904. Dy. C.C. 1462 and 67, respectively, and 3704-G., dated 25th April 1903. Dy. C.C. 204, E. B. and A.)

**671.** The service of an officer whose pay is progressive rising from a minimum below R10 to a maximum above that amount should be treated as inferior till his pay exceeds R10.

(G. I., F. D., No. 5496-P., dated 20th October 1901. Dy. G. I. 91, E. B. and A.)

**672.** Service paid from fees and commission in addition to pay from the General Revenues qualifies under Article 392 (b), but fees and commission should not be included in pay to determine, with reference to Article 396 whether the Service is "Superior" or "Inferior."

(G. I., F. D., No. 544 dated 4th February 1886. Allahabad.)

*Inferior service changed to Superior.*

**673.** When the pensionary status of an appointment is changed from "Inferior to Superior," it is to be assumed that the change has retrospective effect, unless there are special orders to the contrary.

(G. I., F. D., No. 2117-C. S. R., dated 10th March 1912. Dy. G. I. 21 of 1912-13.)

**674.** When a police officer on pay not exceeding R10 per mensem, whose service is pensionable under scale B of Article 503, is afterwards transferred to an appointment in superior service outside the Police Department, the Police service should be treated as superior.

(G. I., F. D., No. 6307-P., dated 5th October 1904. Dy. G. I. 92, E. B. and A.)

**675.** The services of Seacunnies and Tindals in the Chittagong Port are treated as inferior.

(Chairman of the Port Commissioners, Chittagong, No. 1668, dated 6th February 1906. Dy. C. 13314.)

*Matrons attached to the Campbell Medical School.*

**676.** Their services should be treated as inferior (Superintendent, Campbell Medical School and Hospitals' No. 4324, dated 7th December 1909).

(Dy. MDD. 1017 and A. G.'s decision in Bundle No. P. A.-139 of 1909-1910.)

**Superior Service.**

*Hospital Assistants.*

**677.** All Hospital Assistants now serving in Bengal who were employed as supernumeraries on R10 a month between the years 1876 and 1893, should be allowed to reckon such services as "Superior" for the purpose of pension.

(G. I., H. D., No. 120, dated 6th February 1906. Dy. G. I. 312, E. B. & A.)

**678.** The service of medical Dressers on pay exceeding R10 per mensem is superior.

(Bengal Government, Municipal Department, Order No. 577-Med., dated 26th February 1913. Dy. G. B. 7834.)

*Officiating period in inferior service of a Superior Servant reckoned as Superior.*

**679.** The period during which an officer holding a substantive appointment which is pensionable on the superior scale, officiates in an appointment which is pensionable in the inferior scale should be reckoned as Superior Service.

(G. I., F. D., No. 6435-P., dated 5th December 1902. Madras.)

**680.** The crew of the Police launches are in Superior Service.

(Notes filed with U. O. ref. No. 739 of 1912-13. filed in T. B.)



*Assistant Cashier office of the Accountant-General, Bengal.*

C. S. R.  
397.

681. The designation of the Poddar of this office has been altered to "Assistant Cashier," and his service is to be reckoned as superior under Article 397 of the Civil Service Regulations, with effect from the date of his appointment to the post.

(G. I., F. D., No. 2176-P., dated 24th April 1901. Dy. G. I. 32.)

*Crews of Vessels.*

682. The services of the Engine-Drivers and Serangs employed in vessels of the Salt Department are superior. The services of the Stokers, Seacunnies and Lascars in the Salt Department, drawing more than Rs 15 a month should be treated as superior, while those drawing not more than that amount monthly should be considered as belonging to the inferior service.

(G. B., F. D., No. 58-T. S. R., dated 3rd May 1911. Dy. G. B. 752.)

683. The Serangs and Engine-Drivers employed in Customs vessels, as well as the Coopers and Carpenters of the Customs Department, who draw pay at the rate of Rs 25 and Rs 20 a month respectively, should be held to belong to the superior service.

As regards the Seacunnies, Stokers and Lascars employed in Customs vessels, the criterion laid down in Government Order No. 58-T. S. R., dated 3rd May 1911, will determine the classification of the services of these similar officers of the Customs Department.

(G. I., F. D., Order No. 60-T. S. R., dated 3rd May 1911. Dy. G. B. 756.)

*Head-keepers of Lunatic Asylums.*

684. Head-keepers of the Lunatic Asylums in Bengal drawing pay at the rate of Rs 10 a month and upwards should be classed as in superior service. The existing incumbents should be given the benefit of this concession in respect of their past service if satisfactory.

(G. I., H. D., No. 717, dated 18th July 1907. Dy. G. I. 278.)

*Artificers of the Education Department.*

685. The service of all artificers in the permanent pensionable establishment of the Education Department in Bengal, whose pay is not less than Rs 15 a month, should be treated as superior.

(G. I., H. D., No. 626, dated 24th July 1908, with F. D. No. 4507-P., dated 31st July 1908. Dy. G. I. 251.)

*Writers, etc., Port Commissioners.*

686. Writers and Sarkars employed under the Port Commissioners, Calcutta, should be treated as superior as the duties performed by them are largely clerical.

(Bengal Govt. Order No. 2975-Mnc., dated 15th December 1911. Dy. G. B. 606.)

*Mistries Calcutta Customs.*

687. The service of five mistries (1 on pay of R40 and 4 on R15 a month) in the Salt Department of the Calcutta Custom House is superior.

(G. B., F. D., No. 204-T. S. R., dated 22nd June 1910. Dy. G. B. 1228, Bundle No. F. R. 91 of 1910-11.)

*Guards and Head Guards.*

688. The service of Escorting Guards or Head Guards (formerly designated as Head Warders) of the Alipur Reformatory School who draw pay exceeding R10 per mensem should be treated as superior for purposes of pension.

(B. G., No. 192, dated 20th January 1903. Dy. G. B. 5153 and G. B. No. 5193-F., dated 20th November 1902. Dy. G. B. 3966.)

*Comparing Clerks in Criminal Courts.*

689. The posts of Comparing Clerks in the offices attached to Criminal Courts are ordinarily permanent and pensionable; but an exception is made in the case of clerks temporarily employed to cope with a temporary rush of work. Any clerk employed for two years consecutively may ordinarily be deemed to be permanently employed.

(G. B., J. D., No. 2447-J., dated 25th April 1899. Dy. G. B. 504.)

*Record Suppliers of this office.*

690. The services of Record Suppliers of this office are treated as superior under the pension rules.

(G. I., F. D., No. 3004-Ex., dated 3rd June 1904. Dy. G. I. 98. See Case No. 49 of 1903-04.)

**Service partly Inferior and partly Superior.**

*Officer claiming superannuation pension for superior service can also get invalid gratuity for inferior service.*

691. An officer claiming a superannuation pension for his superior service under Article 464 can, under Article 398, also be granted a separate invalid gratuity for his inferior service previously rendered by him, without submitting a medical certificate of unfitness for further service.

**C. S. R.  
398.**

(G. I., No. 1194-P., dated 17th March 1896. Madras.)

*Interpretation of the last sentence of Article 398.*

692. The last sentence of Article 398, Civil Service Regulations, refers to clause (b), and not to clause (a), of that article.

**C. S. R.  
398.**

(G. I., F. D., No. 718-P., dated 9th February 1900. Allahabad.)

*Thirty years' superior service plus less than ten years inferior service gives inferior pension.*

**693.** The case of an Officer who has rendered 30 years' qualifying service in the inferior scale in addition to qualifying service of less than ten years in the superior scale falls under clause (a), and not under clause (b), of this Article, and he is entitled to a pension only under clause (a).

(G. I., F. D., No. 2994-P., dated 29th June 1895. Madras.)

*Powers regarding condonation may be exercised in cases under Article 398.*

**C. S. R.  
398.**

**694.** The power possessed by a Local Government regarding the condonation of deficiencies in service, under Article 423 (i), may be exercised in cases in which the amount of pension or gratuity is regulated by Article 398.

(G. I., F. D., No. 5379-P., dated 21st December 1896. Madras.)

*Power under Article 402 delegated.*

**695.** The Government of India have delegated to Local Governments the power under Article 402 (a), Civil Service Regulations, to decide on the claim to pension of any particular officer who bears an inferior designation, but whose pay exceed R10 a month and whose regular duties are such as are ordinarily performed by a superior servant.

(G. I., F. D., No. 6773-P., dated 11th December 1903. Dy. G. I. 474.)

*Concession under Articles 423 and 398 cannot be combined*

**C. S. R.  
398 & 423.**

**696.** The concessions allowed by Articles 423 and 398 cannot be combined, and if an officer elects to count the superior and inferior portions of his service separately, the portions of the service counting for pension under the superior and inferior scales should be the portions actually passed in service, and not periods calculated by first applying the rule regarding condonation of deficiency in superior service in consideration of additional inferior service

(G. I., F. D., No. 1757-P., dated 18th April 1896. Madras.)

## Chapter XVII.—Rules for Reckoning Service.

**C. S. R.  
406  
(4th edition).**

**697.** With reference to Article 406, Civil Service Regulations, 4th edition, regarding Military Duty, which has been removed from the 5th edition, it is decided by the Government of India that in any case in which the circumstances to which it applied have not ceased to exist, the orders, the article contains, will remain in force apart from the Regulations.

(G. I., F. D., No. 3421-P., dated 2nd July 1910. Dy. G. I. 163.)

## Section II.—Period of leave.

*Study leave to officers of Scientific and Technical Departments.*

**698.** Study leave counts as service for pension. But in the case of an Officer under the Civil Leave Rules, retiring from the service without returning to India after a period of study leave, the study leave will be converted into Furlough to the extent of the Furlough standing to his credit on the date of retirement. Any balance of the period of Study leave mentioned above which cannot be so converted, will be excluded in reckoning service for pension.

C. S. R.  
407.

(G. I., F. D., Order No. 660, C. S. R., dated 18th October 1912. Dy. G. I. 459, as amended by No. 758, C. S. R., dated 13th August 1913. Dy. G. I. 317.)

*Leave of Piece work Employés.*

**699.** Leave granted to piece work employés of the Press does not count for pension.

(G. I., F. D., No. 3950-P., dated 11th July 1905. C. P.)

*Leave of Temporary Officers.*

**700.** Leave granted under Articles 336 to 338 may be treated as qualifying for pension under the provisions of Article 408, even though, under the operation of Article 335, no leave allowance is drawn.

C. S. R.  
408.

(G. I., F. D., No. 627-P., dated 4th February 1905. Dy. 142, E. B. and A.)

*Police officers count periods of training in all cases.*

**701.** Candidates for appointment in the Police Department whether they are already in pensionable Government service or not, count as service for pension the period spent in a training school, subject to the proviso, in the case of officers not in Government service that they are confirmed in the Police Department after the period of training.

C. S. R.  
411.

(G. I., H. D., 916-27, dated 27th September 1904, G. I., F. D., 3655-P., dated 14th June 1907, and G. I., H. D., 737, dated 16th July 1907, with B. G. 3104-A., dated 5th August 1907. Dy. G. B. 2208. Case 274 of 1906-07.)

**702** Police Subordinates while attending a training school should be treated as on duty, so as to enable such service to count for pension.

(G. I., H. D., No. 91625, dated 27th September 1904, with F. D. 6351-P., dated 7th October 1904. C. P.)

**NOTE.**—The term “police subordinates” employed above includes candidates for direct appointment to the subordinate Police Service.

(G. I., F. D., No. 3655-P., dated 14th June 1907. Dy. S. A. Px. 254.)

*Service of officers of the Education Department while under training.*

**703.** The power under this article is delegated to the Director of Public Instruction.

(*vide* B. G., F. D., No. 3887-F.—4022, dated 20th November 1911. Dy. G. B. 5476 and G. I., F. D., No. 5824-P., dated 24th November 1909. Dy. G. I. 430.)

*Delegation of powers to Director of Public Instruction.*

**704.** The powers vested in the Local Government by Article 411 may be delegated to the Director of Public Instruction.

(G. I., F. D., No. 5821-P., dated 1<sup>st</sup>/<sub>2</sub>th November 1909. Dy. G. I. 205.)

### Section III.—Suspension, Resignations, Breaks and Deficiencies in Service.

**Condonation of Interruptions and Deficiencies.***Powers of condonation include powers of reviving.*

**C. S. R.  
422.**

**705.** The powers of condonation specified in Article 422 of the Civil Service Regulations carry with them the power reviving service rendered prior to interruptions, but forfeited under Article 418 (c).

(G. I., F. D., No. 5169-P., dated 23rd December 1897. Dy. G. I. 322.)

*Powers of Local Government when gratuity is provincial.*

**706.** In cases in which a gratuity is a provincial charge, a Local Government is competent, under the operation of Article 422, to condone interruptions in service, whatever their duration, provided the commuted value of the gratuity according to Appendix No. 10 of the Civil Service Regulations does not exceed a pension of Rs 50 a month.

(G. I., F. D., No. 886, dated 13th February 1884. Allahabad.)

*“Proposed pension” defined.*

**C. S. R.  
422 (ii).**

**707.** The expression “proposed pension” in Article 422 (ii) means “the pension to be granted,” and not the pension admissible under ordinary rules.

(G. I., F. D., No. 1865, dated 9th July 1885. Dy. No. 12887, Case No. 8666. Allahabad.)

*Power of condonation delegated.*

**C. S. R.  
422 & 423.**

**708.** The Government of India have sanctioned the delegation of the power of condoning breaks up to two months under Article 123 (i) and six months under Article 122 (ii) and deficiencies up to two months in cases of provincial charges under Article 423, Civil Service Regulations, to all subordinate authorities, in all cases in which they have been or may hereafter be empowered to sanction pensions under the rules.

(G. I., F. D., No. 4955-P., dated 1st September 1908. Dy. G. I. 305.)

*Service "not counting for pension."*

703. The expression "but not counting for pension" in line 7 of this article covers the following cases:— C. S. R.  
423.

- (1) Previous service of an officer vitiated by resignation of his public service of dismissal from it.
- (2) Acting service followed after an interruption by permanent service.

(G. O. No. 1193-Pen., dated 17th December 1896. Madras.)

710. The word "deficiency" includes not merely the period by which an officer's qualifying service falls short of the minimum length of qualifying service, which would entitle him to a pension, but should be read as including the difference between the total amount of his service qualifying for pension and the total length of service necessary to earn the maximum amount of pension admissible under the rules. C. S. R.  
423.

(G. I., F. D., No. 4169-P., dated 16th August 1900. G. I. 47, E. B. and A.)

711. Service which counts for pension under the Military Rules, though not under the Civil Rules, should not be treated as "actual service not counting for pension" for the purpose of Article 423 (2) (a) of Civil Service Regulations.

(G. I., F. D., No. 4962-P., dated 26th September 1901. Dy. G. I. 226.)

## Chapter XVIII.—Conditions of grant of Pension.

### Section II.—Compensation Pension.

#### Selection for Discharge.

712. It is within the power of the Local Government, when one out of two or more settlement establishments is to be abolished to regard all the establishments in question as a whole for the purpose of selecting the particular individual who are to be retired, provided that the principle upon which the selection is based must be laid down in this Article. C. S. R.  
428.

(G. I., F. D., No. 395-P., dated 25th January 1897. C. P.)

713. Reduced compensation pension may be granted in cases in which the saving effected by reorganization of establishment is insufficient to meet the full pension admissible under rule. C. S. R.  
428.

(G. I., F. D., letter No. 214, dated 14th January 1890. Allahaabad.)

### Notice of Discharge.

*Compensation pension may be reduced.*

C. S. R.  
436.

714. *Example.*—An officer on furlough up to 3rd July 1892, served with a notice of discharge on the 9th May 1892, should be allowed furlough allowance up to 3rd July and thereafter full pay up to 8th August.

(G. I., P. W. D., No. 142-A.—E., dated 12th June 1893. C. P.)

*Emoluments not to be reduced.*

715. A permanent servant of Government who is served with the notice of discharge shall suffer no reduction in his total emoluments for three months counting from the date of notice.

(G. I., F. D., No. 3422-P., dated 8th August 1893. Dy. G. I. 143.)

*Adjustment of gratuity.*

716. The gratuity paid in lieu of notice on abolition of an appointment should be charged to the particular department to which the pay of the appointment was debited before its abolition.

(C. G.'s No. 1545, dated 27th October 1900. Dy. C. G. 463.)

*Transfer from pensionable to non-pensionable service.*

717. When an officer is transferred from pensionable Government service to a non-pensionable establishment, he cannot be granted any pension or gratuity admissible to him for the qualifying portion of his service until he actually retires from the non-pensionable establishment to which he belongs.

(G. I., F. D., No. 1941-P., dated 30th March 1908. Dy. G. I. 10.)

*Transfer to non-qualifying appointment.*

718. If an officer is transferred to a non-qualifying appointment in the interests of the public service and under orders of a competent authority, he is entitled to a compensation pension if discharged on abolition of that non-qualifying appointment.

(G. I., F. D., No. 490, dated 21st April 1882. Allahabad.)

### Acceptance of New Appointment.

*"Pension" includes gratuity.*

C. S. R.  
440.

719. The term "pension," as used in Article 440 of the Civil Service Regulations includes gratuity, and that article applies in cases coming under Article 398 (b) either to the pension or gratuity on the superior scale, or to the gratuity on the inferior scale, but not to the combined value of both.

(G. I., F. D., No. 6364-P., dated 31st December 1894. Dy. G. I. 337.)

*Reduction of men paid for piece-work.*

**720.** A reduction in the number of men paid for piece-work and treated as having held a substantive office under Article 380, Civil Service Regulations, should be considered as an abolition of their appointments, and the savings may in such cases be calculated on the average earnings of the last six months as laid down in rule 1, Article 186, Civil Service Regulations.

(G. I., F. D., No. 6611-P., dated 20th October 1903. Dy. G. I. 321.)

## Section III.—Invalid Pension.

## Rules regarding Medical Certificates

*Medical officers competent to grant certificates.*

**721.** Commissioned Medical Officers, District Medical and Sanitary Officers, and Civil Surgeons are alone authorized to grant certificates of **C. S. R. 442.** *unfitness for further service.*

(G. O. No. 767-Pub., dated 24th July 1896. Madras.)

*Officer dying after retirement before being invalided.*

**722.** If an officer dies after retirement before being invalided by a Medical Board, it is within the power of the Local Government to sanction the payment of a gratuity to the heirs of the deceased under *G. I., F. D.*, Resolution No. 5102-Ex, dated 25th October 1895.

(G. I., F. D., No. 4362-P., dated 22nd October 1899. Allahabad.)

*Power of accepting medical certificates delegated.*

**723.** In the case of non-gazetted officers, a pension may be sanctioned by the officers who have authority to fill the appointments vacated by the retiring officers, when such pension is certified by the audit office to be clearly admissible under the rules. The Government of India have also delegated to them the power of accepting under Article 142 (*d*), Civil Service Regulations, medical certificates of incapacity for further service granted by a single medical officer. **C. S. R. 442 (d).**

(G. I., F. D., No. 1228-P., dated 29th February 1908. Dy. G. I. 690 and 4263-P., dated 22nd July 1908. Dy. G. I. 240.)

## Restrictions.

*Invalidment as a result of irregular habits.*

**724.** The mere fact that an officer has suffered from syphilis taken by itself is not sufficient to bring him under the operation of this article. **C. S. R. 452.**

(G. I., F. D., No. 3896 dated 22nd August 1899. Dy. G. I. 263.)



*Invalidment while on leave.*

C. S. R.  
457.

725. In the case of an officer invalided while absent on leave, the period intervening between the date of the medical certificate and the actual date of retirement (which must not go beyond the end of his leave) should count as leave.

(G. I., F. D., No. 1827-F., dated 27th March 1906. C. P.)

Section IV.—Superannuation Pension.

C. S. R.  
459.

726. The following officers are empowered to sanction the retention of the services of non-gazetted subordinates up to 60 years of age, to declare such officers inefficient and to compel them to retire:—

All Commissioners of Divisions, all District officers (including Superintendent, Lushai Hills and Chittagong Hill Tracts), all District and Sessions Judges, the Sanitary Commissioner, Inspector-General of Civil Hospitals, Inspector-General of Police, Inspector-General of Prisons, Commissioner of Excise and Inspector-General of Registration, Superintendent and Remembrancer of Legal Affairs, Director of Public Instruction, Director of Land Records, Director of Agriculture, Conservator of Forests and the Political Agent in Manipur.

For the purposes of this rule Sub-Deputy Collectors should be treated as gazetted officers, and extension of their services will be granted by the Local Government.

(L. G. Cir. No. 36-C., dated 1st August 1906. Dy. L. G. 1497.)

727. The Deputy Inspector-General of Police in charge of the Criminal Investigation Department and the Railway and River Police may grant or refuse extensions of service between the age of 55 and 60 years to—

- (i) Sub-Inspectors, Sergeants, Head Constables and Constables of the Railway Police and the River Police, and
- (ii) Ministerial officers and Head Constables and Constables of the Criminal Investigation Department.

(L. G., No. 3296-L., dated 11th October 1910, with 6539-F., dated 29th October 1910. Dy. L. G. 2010.)

*Invalid or Retiring instead of Superannuation Pension.*

728. There is nothing in the rules to debar the grant of an invalid or retiring pension to an officer in superior service who retires after the age of 55 years, if he has fulfilled the conditions necessary to render him eligible for such a pension.

(G. I., F. D., No. 3166-P., dated 12th August 1896. Dy. G. I. 162.)

**729.** The Comptroller and Auditor-General is authorized to grant extensions of service of Chief Accountants and Chief Superintendents subject to the conditions prescribed in Article 459. Such extension should, however, be reported to the Government of India for information when they have the effect of retaining an officer after the age of 60.

(G. I., F. D., No. 6691-F. E., dated 21st December 1910. Dy. G. I. 1267.)

**730.** The decision whether the invalidment has been the result of irregular habits must, in each case, be left to the authority empowered to sanction the pension or gratuity. The audit officer should certify the applicants' title to pension or gratuity with some such proviso as the following:—

“Provided that the sanctioning authority is of opinion, on consideration of the medical certificate and other evidences as to habits and character, that the incapacity has not been caused by irregular or intemperate habits.”

(G. I., C. and I., Nos. 7694-215, dated 17th August 1908, with F. D. 5031-P., dated 31st August 1908. G. I. 300.)

### Retirement on attaining the age of 55 years.

#### *Government Pleaders.*

**731.** Government Pleaders are not subject to the operation of Article 459 (a) of the Civil Service Regulations which is a rule for compulsory retirement on pension of officers who have attained the age of 55 years.

**C. S. R.  
469 (4).**

(G. I., F. D., No. 1855-P., dated 25th April 1896. Dy. G. I. 27.)

#### *Heads of Offices may require Officers to retire after 55 years.*

**732.** The powers of the Local Government to require non-gazetted officers who have attained the age of 55 years to retire under Article 459 (a), Civil Service Regulations, are delegated to the Heads of Offices or Departments not being under the rank of a Collector or District Judge in respect of the non-gazetted officers subordinate to them.

**C. S. R.  
469 (a).**

(B. G. Circular 3-T. F., dated 26th April 1910. Dy. G. B. 695.)

“The Inspector General of Registration, Bengal, has the power to sanction extension of service to Sub-Registrars.”

**C. S. R.  
469 (a)  
Note.**

(Vide A. G.'s decision, dated 21st February 1913, with Dy. R. D. 1277, dated 18th February 1913—Filed in case No. 333 of 1905-06.)

#### *Extension of Service.*

**733.** Applications for extension of service of officers who are about to attain, or have attained, the age of 55 years should be made six months before the expiry of the term of service whether original or extended.

**C. S. R.  
468.**

(B. G. No. 1971, dated 11th July 1892. Dy. G. B. 1373.)

**734.** Extension of service for a period of more than one year at a time should not ordinarily be granted to an officer (gazetted or non-gazetted) who has attained the age of 55 years.

(B. G. No. 1-A., dated 14th February 1895. Dy. G. B. 4679 and G. I., H. D., No. 890, dated 20th July 1896. Dy. G. I. 138.)

## Section V.—Retiring Pension.

## Retirement with a view to Re-employment.

*Continued employment in a Native State.*C. S. R.  
466.

**735.** An officer whose services have been lent to a Native State and who is contributing to Government on account of his pension is not entitled to retire on a pension without prejudice to his continuance in the employment of the Native State, on the ground that he has put in more than 30 years' pensionable service; and until he actually retires from service within the meaning of Article 465, the question of granting him a retiring pension does not arise.

(G. I. No. 750-G., Foreign, dated 29th April 1895. Madras.)

## Combined Appointments.

*Principle of the rule.*C. S. R.  
467.

**736.** The rule that an officer holding two appointments may not retire on pension from one only is based upon the principle that superannuation pension should not be given to officers who are sufficiently efficient for the discharge of their duties, and that any arrangement which encourages officers to seek superannuation while they are or can make themselves efficient causes unnecessary expense to Government.

(G. I., F. D., No. 2470-P., dated 24th May 1895. Madras.)

## Chapter XIX.—Amount of Pensions.

## Section I. — General Rules.

## Limitations.

*Article 471 applies to cases coming under Article 398.*C. S. R.  
471.

**737.** Article 471 applies to cases coming under Article 394, even to the extent of cancelling the choice conferred by that article. For instance, if by his inferior service an officer has earned a pension on the inferior scale, he cannot instead of it, take a gratuity on the superior scale for the superior service, but his case must be dealt with under Article 398 (a). Again, if the superior service entitles an officer to a pension on the superior scale, he cannot elect to count the whole service (superior and inferior) as inferior towards a gratuity on the inferior scale.

(G. I., F. D., No. 2934-P., dated 20th June 1895. Madras.)

## Section II.—Amount of Superior Pension.

**738.** The pensions of both Civil and Military Hospital Assistants are regulated by Article 474, and the pension of Military Hospital Assistants in Civil employ should also be regulated by that rule. C. S. R.  
474.

(G. I. Mily. S. 3463-6, dated 10th June 1907, with T. D. 5924-P., dated 25th September 1907. Dy. T. M. Misc. 1462, E. B. and A.)

*Application of the pension rules of 1887.*

**739.** In the case of officers who entered the service of Government before the new pension rules of 1887 were brought into force, the Government of India may, at their discretion, grant superannuation and compensation pension under the old scale when it is more favourable than the new scale.

C. S. R.  
474 and  
481.

(S. of S.'s Desp. No. 169-Fin., dated 25th September 1903, received with G. I., F. D., End. No. 6339-P., dated 22nd October 1903. Allahabad.)

**740.** The Secretary of State has authorized the Government of India to grant in the case of men who entered the service of Government previous to the 17th August 1887, the dates the new pension rules were brought into effect, invalid pension on the scale previously admissible, whenever that arrangement is more favourable to the recipient and his service is such as to justify the concession.

C. S. R.  
474 and  
481.

(G. I., F. D., No. 2343-P., dated 30th April 1902. Burma.)

*Power to apply the pension rules of 1887 delegated.*

**741.** The Government of India have delegated to Local Governments the power to apply the pension rules of 1887 in the cases mentioned above.

C. S. R.  
474.

The decision of the Government of India that, in the case of officers who retired before the receipt of the Secretary of State's Despatches referred to above, should be given the benefit of enhanced pension with effect from the dates on which the despatches were received in India (*viz.*, 12th October 1903 and 28th April 1902) is cancelled.

(C. G.'s No. 901-A. & A.—152-12, dated 19th December 1912. Dy. C. G. 553, case 215 of 1903-04.)

(G. I., F. D., No. 6856-P., dated 19th December 1908. Dy. G. I. 490. Case No. 215 of 1903-04.)

*Effective Service.*

**742.** The term "effective service" used in paragraph 1 of Government of India, Financial Department, Resolution No. 2958-P., dated 22nd June 1895, regarding the grant of additional pensions of Rs. 1,000 for certain specified appointments, means service of the same nature as that which, under the provisions of Article 644, Civil Service Regulations, counts towards the special pensions allowed under Article 642, for approved service in certain appointments in the Public Works Department.

C. S. R.  
474.

(G. I., F. D., No. 613-P., dated 7th February 1896. Dy. G. I. 434.)

**C. S. R.  
475.**

**743.** The special pension admissible under Article 475, is not subject to reduction under Article 478 (a) of the Civil Service Regulations.

(G. I., H. D., No. 526, dated 23rd June 1904, and G. I., F. D., No. 4592-P., dated 14th July 1904. C. P.)

*Pension of Rs. 5,000 and the addition of Rs. 1,000 is the highest admissible.*

**C. S. R.  
476.**

**744.** The ordinary pension of Rs. 5,000 and the special additional pension of Rs. 1,000 should be held to be the highest amounts to be awarded, unless under wholly exceptional conditions.

(G. I., F. D., No. 3812-P., dated 1st September 1898. Burma.)

### Reduction in certain cases.

*Date from which effect is to be given.*

**C. S. R.  
478.**

**745.** The article, originally published in Government of India, Financial Department, Notification No. 411, dated 25th January 1888, has effect from the date of that Notification. It should only be applied in the case of pensions on the new scale.

(Extract para. 1 from G. I., F. D. to A. G., Bombay, No. 1355, dated 13th March 1888. Allahabad.)

*No reduction if invalidated on account of specific disease.*

**C. S. R.  
478(a).**

**746.** An invalid pension granted to an officer retiring after the age of 55 is not liable to reduction under this article if he is invalidated on account of some specific disease and not on account of incapacity for further service due to old age and natural decay from advancing years.

(G. I., F. D., No. 4124-P., dated 26th September 1896. C. I. T.)

*Re-promoted to superior service after 20th January 1871.*

**747.** This article does not apply to the case of an officer who entered superior service before 20th January 1871, but subsequently reverted to inferior service, and was again promoted to superior service after 20th January 1871.

(G. I., F. D., No. 407, dated 28th January 1880. Dy. No. 21950. Allahabad.)

*“Qualifying service” defined.*

**748.** In the case of officers whose service has been partly inferior and partly superior, the term “qualifying service” in this article means qualifying superior service only.

(G. I., F. D., No. 797-P., dated 24th February 1903. Dy. 48962. Case No. 5337. Allahabad.)

*Exemption of teachers of the Bhagalpore Technical School from the operation of Article 478(a) of the Civil Service Regulations.*

**C. S. R.  
478(a),  
Note 1.**

**749.** In the case of an officer who after rendering superior qualifying service renders inferior qualifying service, and again superior qualifying service,

his age on the date of commencement of first qualifying superior service is to be taken for the purposes of applying Article 478.

(Comptr. C. P., dated 26th December 1905. C. P.)

**750.** The Government of India have delegated to all Local Governments the power, vested in them under note 1 to Article 478 (a), to relax the rule contained in that Article in cases where the maximum pension admissible does not exceed R100 a month or when, though the maximum pension exceeds that amount, the enhancement of pension involved does not exceed R10 a month.

**C. S. R.  
478(a),  
Note 1**

(G. I., F. D., No. 2173-P., dated 30th April 1910. Dy. G. I. 30, E. B. and A.)

**751.** The Government of India sanction the exemption of the teacher of Engineering and Surveying, and the Carpentry instructor, who have been transferred to Government service with effect from the 1st March 1910 (the date on which the Bhagalpur Technical School was taken over by the Government of Bengal from the Bhagalpur District Board) from the operation of Article 478 (a) of the Civil Service Regulations. This sanction is, however, subject to the stipulation that it will be inoperative if it would have the effect of giving a pension to any officer exceeding R100 a month.

**C. S. R.  
478 (a).**

(G. I., F. D., No. 2125-C. S. R., dated 11th April 1911. Dy. G. I. 28.)

**752.** The words "qualifying service" at the end of Note 1 under article 478(a) of the Civil Service Regulations mean service which would have counted as qualifying but for the interruption brought about by resignation or discharge for misconduct or inefficiency, and such service is to be regarded as qualifying or not according to its nature at the time. For example in the case of an applicant for pension under the ordinary rules, service previously rendered in the Police Department on pay not exceeding R20 per mensem should, for the purpose of this note, be reckoned as qualifying from the completion of his eighteenth, and not his twentieth, year of age.

(G. I., F. D., No. 3304-P., dated 22nd July 1901. Dy. G. I. 170.)

*Jail officers who previously served in the Army.*

**753.** The concession allowable by Note 3 to this article is extended to Jail officers throughout India who have previously served in the Army.

**C. S. R.  
478 (a),  
Note 3.**

(S. of S.'s No. 13, dated 4th April 1902, received with G. I., F. D., letter No. 2242-P., dated 28th April 1902. Dy. G. I. 21. Allahabad.)

**754.** Veterinary Assistants at present in the service of a local body, if transferred to the Provincial Service, should be allowed to accept the balance of the Provident Fund contribution, if any, at their credit on the date of their transfer [C. S. R. 478 (a)], and to count their service for pension from that date, they being at the same time exempted from the operation of Article 478 (a), Civil Service Regulations, in consideration of their previous non-qualifying service.

**C. S. R.  
478(a).**

(G. I., Rev. and Agri., No. 1946-51-2, dated 16th May 1910, to G. B. Dy. G. I. 91.)

*No reduction if appointed to inferior service before 25 years.*

C. S. R.  
479.

755. The word "service" in line 3 of Article 479 of the Civil Service Regulations includes inferior service. When, therefore, an officer who was appointed to inferior service before attaining the age of 25 years is promoted to superior service after that age, his pension is not subject to reduction under Article 478 (a) of the Civil Service Regulations.

(G. I., F. D., No. 2596-P., dated 25th May 1894. Dy. G. I. 75.)

### Section III.—Amount of Inferior Pension.

*"Pay" in the case of Press servants working at piece-rates.*

C. S. R.  
481.

756. In case of Press servants working at piece-rates whose service qualifies for pension under Article 380, the word "pay" in Article 481 means the average earnings of the last six months of service.

(G. I., F. D., No. 4336-P., dated 9th September 1895. C. I. T.)

*Special rates for Duffries and Record-suppliers in the High Court, Calcutta.*

C. S. R.  
481 (b).

757. Duffries and Record-suppliers employed in the High Court, Calcutta, may be allowed a pension equal to half their average salary subject to a maximum of Rs 10 a month, if otherwise admissible under the rules.

(S of S's Despatch Financial No. 19, dated 7th February 1913, received on 22nd February 1913, with G. of I., F. D., No. 164-C. S. R., dated 3rd March 1913. Dy. G. I. 706.)

*Special rates for Duffries and Record-suppliers in the Secretariats of Local Governments.*

758. Duffries and Record-suppliers employed in the Secretariats of Local Governments and Administrations may be allowed a pension equal to half their average salary subject to a maximum of Rs 10 a month if otherwise admissible under the rules.

(G. I., F. D., Resolution No. 1379-P., dated 13th July 1907. Dy. G. I. 255.)

### Section IV.—Allowances reckoned for Pension.

#### Emoluments and Average Emoluments.

C. S. R.  
486 (b).

759. An officer having a substantive appointment appointed substantively *pro tempore* to an appointment which is temporarily created and which afterwards becomes permanent, counts his sub. *pro tem.* allowances for average emoluments under Article 486 (b).

(G. I., F. D., No. 3029-P., dated 1st June 1906. Dy. G. I. 57.)

*Overtime-fees of Custom Officers do not count.*

**760.** The fees paid for overtime work to Customs, etc., establishment in connection with the landing and shipping of goods are of the nature of local allowances and do not count for pension.

(G. I., F. D., No. 2829-P., dated 6th June 1900. Dy. G. I. 281.)

*The term "emoluments" applies to the case of gratuity only.*

**761.** The definition of the term "emoluments" as used in clause (c) of this article applies to the case of gratuity only, and not to a pension. In cases in which fees or commission are drawn in addition to pay, pension should be calculated on "average emoluments" as defined in Article 487.

(G. I., F. D., No. 4633, dated 27th October 1893. Burma.)

C. S. R.  
486.

*Fees of Sub-Registrars count.*

**762.** In Madras, Bombay and Bengal fees are taken into account in calculating pensions for Sub-Registrars paid by a fixed salary *plus* fees. The calculation of pension on the commission proves an additional inducement to increase registration business, and appears to the Government of India to be a wise measure.

(G. I., F. D., No. 5725, dated 9th December 1890. Dy. No. 39415. Allahabad.)

**763.** The fees earned by a Nazir, who is appointed under the marginally-noted Acts, to the management of an estate, cannot be regarded as the authorised emoluments of a Nazir's appointment as in no case is his appointment necessary. These fees should not therefore be reckoned towards pension.

1. The Guardian and Wards Act, 1890 (VIII of 1890).
2. The Indian Trust Act, 1882 (II of 1882).
3. The Indian Succession Act, 1865 (X of 1865).
4. The Lunacy (District Courts) Act, 1885 (XXV of 1885).
5. Bombay Regulation VIII of 1827.

C. S. R.  
486 (c).

(G. I., F. D., Order No. 526-C. S. R., dated 11th September 1912. Dy. G. I. 358.)

*Calculation of average emoluments of an officer drawing commission who was deputed for a short time to temporary duty on fixed pay during the last three years of the service.*

**764.** In the calculation of average emoluments of an officer drawing commission who was deputed to temporary duty for some time during the last three years of his service and drew pay, the commission earned by him during the three years should be divided by the period for which he was in his substantive appointment during those years, the period of deputation being disregarded.

C. S. R.  
487.

(G. I., F. D., No. 3090-P., dated 24th May 1907, to the A. G., Burma, copy received with Dy. G. I. 126.)

*Gratuity is not calculated on pay to which promoted while on furlough.*

**765.** An officer promoted from lower to higher pay while on furlough or other leave, on which he would not receive the benefit of enhanced pay till he returned to duty, cannot if he retires with gratuity, without rejoining his



appointment, claim the benefit of gratuity calculated on the pay to which he was promoted while on furlough or other leave, as described above.

(G. I., F. D. No. 1300, dated 7th June 1883, received with letter No. 640-A., dated 3rd August 1883, from Local Government, Allahabad.)

**C. S. R.  
487 (2).**

**756.** Leave without allowances in Rule 2 under Article 187 is extraordinary leave granted under Article 339, not furlough or other leave which lent for the operation of Articles 147 (iii) and 335 would have carried leave allowances and such leave, whether it actually carries leave allowances or not, is leave with allowances for the purpose of the rules under Article 487.

(G. I., F. D., No. 927-P., dated 15th February 1906. Dy. 211.)

**C. S. R.  
487 (3).**

**767.** In the case of an officer promoted or earning an increment while on long leave during the last three years of his services, the increased pay should be counted only from the date of his return to duty on which it is actually drawn under Article 60.

(A. G.'s order on A. G. B.'s No. 1581-P. R., dated 7th January 1908. Dy. S. A., Pn. 1018.)

*If invalided while on long leave it is taken into account in calculating average emoluments.*

**C. S. R.  
486 and  
487.**

**768.** In the case of an officer who has submitted a medical certificate of incapacity for further service while on leave other than privilege leave, the period of leave up to the date of its termination when that is later than the date of the medical certificate should be taken into account for the purpose of calculating average emoluments.

(G. I., F. D., No. 5179-P., dated 10th December 1896. Dy. G. I. 309.)

*Average emoluments how calculated in the case of piece-work employés.*

**C. S. R.  
487.**

**769.** In cases in which a piece-work employé in a press establishment is remunerated at different rates during the last three years of his service by fixed pay and piece-rates, average emoluments should be calculated on the last 72 months' service according to rule 4 under Article 487, Civil Service Regulations.

In cases where a piece-work employé retires on a date other than the first day of a month and broken periods of a month have consequently to be taken into account in calculating pension, average emoluments should be calculated on the earnings of the last 72 complete months, ending on the last day of the month immediately preceding that in which the officer retires from the service, the "month" referred to being not necessarily the calendar month, but the month for which the accounts of piece-worker's earnings are made out, namely, from one date in a calendar month to the corresponding date of the next calendar month.

In cases where leave without allowances or suspension occurs during the last 72 months' service, an equal period of qualifying service rendered immediately before the period should be taken into account in accordance with the principle laid down in rule 2 under Article 487, Civil Service Regulations.

(G. I., F. D., No. 7479-P., dated 10th December 1903. Dy. G. I. 398.)

**770.** In the case of a compositor on the piece-work establishment who drew during the last 72 months of his service fixed salary while officiating (i) in privilege leave vacancies for 2 months 10 days and (ii) in appointments which were substantively vacant for 6 months 10 days, it was decided (a) that as he was not appointed provisionally or sub. *pro tem.*, the allowance drawn in the substantive vacancies should not be taken into account and (b) that his piece-work earnings during the last 72 months of his service should be divided by 63½ months, the period during which he was remunerated at piece-work rates, the total officiating service of 8½ months on fixed pay being disregarded.

(G. I., F. D., No. 5862-P., dated 21st October 1908. Dy. G. I. 389.)

## Chapter XX.—Special Rules for the Police.

### Section I.—Extent of Application.

**771.** Manjis and the crews of the boats of District Superintendents and of Patrol Boats in Eastern Bengal Districts, who are enlisted under Act V of 1861 of the Governor General of India in Council are entitled to the benefit of the special rules for the Police as laid down in Chapter XX of the Civil Service Regulations.

C. S. R.  
494 (1).

The following rules regulate their appointments and pensionary status :—

- (i) Where boatmen can be obtained willing to enroll themselves under Act V of 1861, they should continue to be enrolled under that Act ; but where there is any difficulty on this point, District Superintendents should make other arrangements.
- (ii) Men who regularly subscribed to the superannuation fund should be held to have been enrolled under Act V of 1861 from date of entertainment.

(B. G., No. 61-J. O., dated 25th June 1889 ; A. G. B.'s P. R. No. 1301, dated 21st February 1908. Dy. A. G. 16.)

### *Cantonment Police.*

**772.** The Local Government or Administration concerned may at discretion issue, in the case of Cantonments, orders for the payment of pensions to the policemen therein employed at such rate as seems suitable, provided that the Cantonment Fund is self-supporting, receives no grant-in-aid from the Lieutenant-General of the Command, and is not likely to be compelled to apply for a grant-in-aid in consequence of the new change or of any other change in its circumstances which can be foreseen. The Government of India have decided not to issue any general rule on the subject.

C. S. R.  
495.

(G. I., For., No. 389-I. A., dated 30th January 1897. C. I. T.)

### Section II.—Qualifying Service.

**773.** (1) When a man of the Military Police, who has rendered less than 21 years' army service is awarded a retiring pension, the charge should be

C. S. R.  
501 note.

debited to the Civil Department; and the same course should be followed when an invalid pension is granted to a man who has rendered less than 15 years' army service.

(2) A retiring pension to a man who has rendered 21 years' army service or over, and an invalid pension to one whose army service would have qualified him for an invalid pension under military rules, should be charged to the Military Department.

(G. I., F. D., No. 74-P., dated 23rd February 1893 Dy. 89, E. B. & A.)

### Section III.—Amount of Pension.

#### Officers on pay not exceeding ₹20.

*Local Government cannot sanction change from one scale to another.*

C. S. R.  
508.

774. A Local Government is not empowered to sanction a change from Scale A to Scale B under Article 503, after the officer has exercised his right of option.

(G. I., F. D., No. 98, dated 10th January 1884. Allahabad.)

775. The election of scale once made cannot be recalled.

(G. I., F. D., No. 2091, dated 19th July 1871. Allahabad.)

*Pension cannot exceed ₹10.*

776. A pension exceeding ₹10 a month cannot be granted under the Police Superannuation Fund Rules, though a moiety of the average emoluments may exceed that amount.

(G. I., F. D., No. 1728-P., dated 17th April 1896. Madras.)

## Chapter XXI.—Re-employment of Pensioners.

### Section I.—Civil Pensioners.

*Court of Wards.*

C. S. R.  
510.

777. The rules regarding re-employment of pensioners do not apply to Government pensioners re-employed under the Court of Wards.

(G. I., F. D., No. 3980-P., dated 22nd June 1904. Dy. G. I. 136.)

*Recipient of compassionate allowance.*

778. A compassionate allowance is, to all intents and purposes, a pension, and the rules regarding re-employment of pensioners are therefore equally applicable to the case of persons in receipt of a compassionate allowance.

(G. I., F. D., No. 104, dated 6th January 1883. Dy. No. 23927. Allahabad.)

*N.B.*—Accountant-General's decision that, for purposes of re-employment a compassionate allowance is the equivalent of a compensation or invalid pension (Articles 511 to 514 of the Civil Service Regulations) has been confirmed by the Government of India in the F. D. Order No. 1063, dated 25th February 1883. Dy. No. 2840. Allahabad.)

*Municipal Establishment.*

**779.** Re-employment of a pensioner in an establishment under a Municipality does not affect the amount of pension payable to him.

C. S. R.  
510.

(G. O. No. 341-Pen., dated 12th June 1899. Madras.)

**After Compensation Pension.***Pushtu allowance not taken into account.*

**780.** Pushtu allowance drawn by a pensioner who has been granted compensation pension before re-employment should not be taken into account in applying the proviso to Article 514 (a), Civil Service Regulations.

C. S. R.  
514.

(G. I., F. D., No. 3133-P., dated 25th July 1893. Dy. G. I. 133.)

*"Fluctuating monthly allowance taken into account."*

**781.** The restrictions in Article 514 (a), Civil Service Regulations, apply to a Government pensioner re-employed in a temporary establishment which is paid from General Revenues, whether he is paid by a fixed salary or by fluctuating monthly allowances.

(G. I., F. D., No. 753-C. S. R., dated 10th February 1911. Dy. G. I. 519.)

**782.** A local allowance should not be taken into account for the purpose of determining the pay under Article 514 of an officer who, after obtaining a compensation pension, has been re-employed in Government Service.

(G. I., F. D., No. 3133-P., dated 25th July 1893. E. B. & A.)

*After Superannuation or Retiring Pension.*

**783.** The continued re-employment of a pensioner from year to year in different leave vacancies is not re-employment of the kind contemplated in this Article

C. S. R.  
520.

The re-employment of a Superannuation pensioner and the extension of the period of re-employment beyond one year, does not require the sanction of the Secretary of State. Article 524 limits the sanctioning powers of a Local Government only and the orders of the Government of India are, therefore, sufficient for extending periods of re-employment under that Article beyond a year when necessary and when the pay *plus* pension, does not exceed the financial powers of the Government of India in regard to the creation of temporary appointments.

C. S. R.  
520 and  
524.

(G. I., F. D., No. 4393-P., dated 30th August 1909. Dy. G. I. 275.)

**784.** Postmasters-General are empowered to re-employ a postal pensioner in a temporary appointment provided the pensioner is a non-gazetted officer in receipt of a pension not exceeding Rs100 a month.

C. S. R.  
521.

(G. I., Dept. of C. & I., No. 11749-3, dated 28th December 1908. Dy. G. I. 237.)

## Section II.—Military Pensioners.

**C. S. R. 525.** 785. The term soldier in Article 525 (b) comprehends all native non-commissioned officers including naiks.

Under the operation of this Article the salary of a soldier in civil employ is subject to reduction by the amount of his military pension, only when he is transferred to the Civil before actually being pensioned from the Military Department, and completes his service for a military pension whilst employed in the former Department.

The rule referred to does not apply to a soldier who, after being pensioned from the Military is re-employed in the Civil Department. The salary of such a man is not subject to reduction by the amount of military pension other than a wound or injury pension.

(C. M. A., Pungal, No. 2714, dated 7th August 1903. Dy. A. G. 206, E. B. & A.)

*Civil salary not reduced by wound pension.*

**C. S. R. 526.** 786. The salary in the Civil Department of a Commissioned Military Officer should not be reduced under Article 526 of the Civil Service Regulations on account of any wound or injury pension which he receives in the Military Department.

(G. I., F. D., No. 6369-P., dated 5th December 1902. Dy. G. I. 318.)

*Extent of application.*

787. The orders contained in this Article do not apply to salaries regulated by Acts of Parliament.

(G. I. 1905, dated 24th July 1879, and G. I. 2455, dated 27th August 1879.)

*"Re-employment of Indian Military pensioners in Civil appointments."*

788. An Indian Military pensioner, when re-employed in a Civil appointment, is entitled to draw his pension in addition to pay on re-employment.

(G. I., A. D., 4167-1 (A. G.-6), dated 12th May 1911, with B. G., P. D., 3171-P., dated 20th June 1911. Dy. G. B. 2176.)

PART V.—RULES APPLICABLE TO SPECIAL DEPART-  
MENTS OR SPECIAL OFFICERS.

Chapter XXII.—The Governor, and Members of Council.

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Section II.—Governor.

Leave Rules.

789. A Governor promoted from the appointment of a Chief Commissioner or any other appointment to which ordinary rules apply is, if he does not resign, eligible for leave earned by him in that appointment, but he can only have subsistence allowance during the privilege leave part thereof in the absence of a lien on any permanent appointment (*vide* Article 215).

C. S. R.  
534.

(G. I., F. D., No. 4680-P., dated 17th August 1906. Dy. G. I. 140.)

*Subsidiary leave cannot be added to medical leave.*

790. A Governor cannot add subsidiary leave to medical leave. He is not under ordinary furlough regulations.

C. S. R.  
534 (b).

(G. I., F. D., No. 181-P. D., dated 9th January 1895. Allahabad.)

*Exchange compensation allowance on subsidiary leave allowance.*

791. An officer who holds an appointment qualifying for exchange compensation allowance is entitled to the allowance on his salary or subsidiary leave allowance during joining time or subsidiary leave when proceeding to assume the office of the Governor. A retiring Governor who is entitled to subsidiary leave is also entitled to draw exchange compensation allowance on the leave allowance given during such leave.

(G. I., F. D., No. 861-Ex., dated 10th February 1902. Dy. G. I. 420.)

Section III.—Members of Council.

*Arrangements in place of temporary members.*

792. The words "The remaining half of the last named salary being at the disposal of the Government of India" towards the end of the article, have no reference to the extra cost owing to the chain of promotions due to the vacating of his previous appointment by the temporary member.

C. S. R.  
534.

(A. G.'s Order in Bundle No. G. A. 323 of 1907-08.)

793. The Government of India have ruled, with the concurrence of the Comptroller General, that the Secretary of State is competent to make an

exemption from the Statutory provisions in Article 539, Civil Service Regulations in respect of salary, etc., of the temporary members of the Executive Council, as it was under his orders that the members of the Bengal Executive Council were brought under the operation of the above provisions.

(G. I., F. D., 338-C. S. R., dated 17th April 1913. G. I. 44.)

## Chapter XXIII.—Judges of the High Court.

### Statutory Rules.

#### Section I.—Salaries.

*Sub. pro tem. arrangements not admissible vice a District Judge officiating as a High Court Judge.*

C. S. R.  
548.

**794.** When a District Judge is appointed officiating (not sub. *pro tem.*) Judge of a High Court, he is to be considered as neither on leave without pay, nor the substantive incumbent of any office other than the District Judgeship; no other officer can therefore be appointed sub. *pro tem.* to the District Judgeship.

(F. D. 629690, dated 28th October 1874.)

*Lien on former appointment ceases from the date of letters patent.*

**795.** An Acting Judge of the High Court, if confirmed in the appointment, actually becomes a Judge of such Court from the date of his letters patent, and he ceases to have a lien on his former appointment, if he has any, from that date.

(F. D. 1291, dated 15th June 1875.)

*Sub. pro tem. promotions permissible vice District Judge appointed provisionally to be a High Court Judge.*

**796.** A District and Sessions Judge, appointed provisionally to be a Judge of the High Court pending the intimation of His Majesty's pleasure, may be regarded as an absentee under Article 6 of the Civil Service Regulations and sub. *pro tem.* promotions are admissible in his place under Article 90 (1), Civil Service Regulations.

(G. I., F. D., No. 7649-P., dated 6th December 1904. Dy. G. I. 388.)

*Remuneration for additional work.*

C. S. R.  
548.

**797.** The Secretary of State has ruled that High Court Judges should not undertake for remuneration, work in addition to their duties as Judges; e.g., fees for conducting University Examinations.

(S. of S. 180-Pub., dated 18th July 1913 with G. I., F. D. 962-E. B., dated 6th August 1913. G. I. 284.)

#### Section II.—Leave.

*Officiating service qualifies for furlough under High Court rules.*

C. S. R.  
548 (b).

**798.** Officiating service by a member of the Indian Civil Service as a High Court Judge qualifies for furlough under the High Court rules, but not

under the General Rules in Chapter XIII. Such service may, however, be included in the three years' "Continuous Service," which, under Article 308, is necessary to render before furlough under the general rules becomes admissible.

(G. I., F. D., No. 2159-P., dated 13th May 1895. Dy. G. I. 81.)

*Furlough by previous service cannot be added.*

**799.** A Judge of the High Court who has furlough at credit under rule 6 is not entitled to add thereto furlough earned by service previous to his appointment to the High Court.

C. S. R.  
548.

(G. I., F. D., No. 3313-P., dated 4th July 1894. Dy. G. I. 125.)

*"Furlough at credit" means Furlough due.*

**800.** In the case of the Hon'ble Mr. Justice R. S. Benson, Judge of the High Court of Judicature, Madras, it was decided by the Government of India, with the approval of the Secretary of State, that Furlough was admissible to him under rule 7, Article 513, Civil Service Regulations, even though he had not had 3 years' continuous service at the time when he was appointed as a Judge

C. S. R.  
543(7).

(S. of S.'s No. 38 (Judicial), dated 6th July 1899, with G. I., F. D., D. O. No. 4169-P., dated 17th August 1909. Dy. G. I. 248.)

*Furlough in line 3 means furlough under High Court rules.*

**801.** A High Court Judge can, on completion of his fourth year's actual service as such, proceed on furlough under rule 6 of Article 543 of the Civil Service Regulations, before the expiry of three years (Rule 8) from his last return from furlough taken under the rules applicable to the branch of the service to which a High Court Judge may have belonged previous to his appointment as High Court Judge, as the word "furlough" in the third line of rule 8 under Article 543 of the Civil Service Regulations refers to furlough taken under the High Court Leave Rules and not to furlough under rules applicable to the branch of the Service to which a High Court Judge may have belonged previous to his appointment as a High Court Judge.

C. S. R.  
543(8).

(G. I., F. D., No. 1012-P., dated 2nd March 1898. Dy. G. I. 411.)

*No subsidiary leave on return from extraordinary leave.*

**802.** A Judge of the High Court is not entitled to subsidiary leave on return from extraordinary leave.

C. S. R.  
543(18).

(G. I. F. D., No. 2183-P., dated 4th May 1894. Dy. G. I. 54.)

*Privilege leave allowance not admissible during subsidiary leave.*

**803.** Privilege leave allowances are not admissible to Judges of the High Court, whether members of the Indian Civil Service or not, during subsidiary leave prefixed to furlough, as the rules under which this allowance is claimable are not applicable to High Court Judges for whom separate rules have been provided by which the grant to them of leave and allowances must be regulated.

C. S. R.  
543(14).

(G. I., F. D., No. 541, dated 30th January 1883. Dy. G. I. 623.)



*Three years' service need not be completed to combine vacation with privilege leave.*

C. S. R.  
543(17).

804. A High Court Judge need not complete three years' service with a view to take privilege leave on full pay in conjunction with vacation. He can combine such leave with vacation in any one year of each period of three years.

(G. I., F. D., No. 2631, dated 19th August 1896. C. I. T.)

*No privilege leave for duty of less than 11 months.*

C. S. R.  
548(17).

805. Under rule 17, Article 543 of the Civil Service Regulations, a Judge of the High Court merely earns privilege leave for one month for every complete period of 11 months' continuous duty; for duty for a shorter period than 11 months he does not earn an additional period of privilege leave bearing the same proportion to one month that the period of duty bears to 11 months.

The rules in Article 246, *et seq.*, do not apply to High Court Judges, and the method of calculation of privilege leave therein prescribed cannot be applied to leave under rule 17, Article 543.

(G. I., F. D., No. 906, dated 18th May 1885. Allahabad.)

*Readjustment of allowances taken in England while enjoying vacation in continuation of furlough.*

C. S. R.  
548(24).

806. A Judge of the High Court who has taken furlough to Europe and remains out of India after the termination of his leave during the whole or a part of the court vacation and who has been granted an advance equal to his English furlough pay for the period between the expiration of his leave and the date of sailing for India is placed in the same position as regards pay as if his furlough had been extended up to the date of his return to duty. If he rejoins within the time specified in rule 24, his allowances should be adjusted at the English rate up to the date of his arrival in India and at the Indian rate from that date to the date of joining his appointment.

(G. I., F. D., No. 5793-P., dated 14th December 1895. Dy. G. I. 363.)

807. Similarly the allowances of a Judge for the period of vacation spent out of India in continuation of furlough should be paid at the rate of £1,000 a year instead of at the Indian rate of RS33-5-4 a month.

(G. I., F. D., No. 3059-P., dated 15th July 1896. Burma.)

*Vacation cannot both be prefixed and affixed.*

C. S. R.  
548(24).

808. A Judge cannot both prefix and affix vacation to furlough.

(A. G., India Office, letter No. 2188, dated 6th May 1909, with Dy. J. D. 488, dated 15th June 1909.)

*Affixing of vacation to combined privilege leave and furlough.*

**809.** If a combined privilege leave and furlough ends at the beginning of or during a vacation, the whole or the unexpired portion of the vacation may be added to the combined leave. C. S. R. 543(24).

(S. of S.'s No. 2-Judicial, dated 17th January 1902, with G. I., F. D., No. 1201-P., dated 26th February 1902. Dy. G. I. 441.)

**810.** The word "leave," in the latter portion of Rule No. 24 of the Statutory Rules regarding the salaries, allowances, furlough, etc., of High Court Judges, should be interpreted as including combined privilege leave and furlough. C. S. R. 543(24).

(S. of S.'s No. 247 (Public), dated 29th November 1912, with G. I., F. D., No. 888-C. S. R., dated 21st December 1912. Dy. G. I. 571.)

*Section II—Pension.*

*Compulsory retirement at 60 years.*

**811.** Every Chief Justice or Judge of the High Court in India appointed after the 14th May 1899 should be required to vacate his office on attaining the age of 60 years. C. S. R. 543(27) and (28).

(G. I., F. D., No. 3124-Ex., dated 11th July 1899. Dy. G. I. 139.)

**NOTE.**—There is no rule against a Judicial officer retiring from the service at the end of or during the vacation of the Court without prejudice to his claim to pay for the whole or that part of the vacation of which he may avail himself.

(G. I., F. D., 675, dated 16th February 1881. Madras.)

**812.** The Secretary of State has authorised the Government of India to extend the service of a Judge of the High Court beyond the age of 60 years, provided that he is physically and mentally fit for the discharge of his duties, for a period not exceeding one year as maximum. Such an extension may be made either because it is considered to be in the public interest or, in exceptional cases, to enable a Judge to complete his service for pension. C. S. R. 543(27) and (28).

(S. of S. 208-Pub., dated 18th August 1913, with G. I., F. D., 846, C. S. R., dated 27th August 1913. G. I. 332.)

## Chapter XXIV.—Barrister and Pleader Appointments.

### Barristers' Privileges.

*The object of the note.*

**813.** The object of this note is to empower a Local Government to give to a Barrister, not holding a substantive appointment, whom it may appoint to officiate in a particular post, a reasonable rate of pay not exceeding two-thirds of the pay of the appointment provided that the post in question is not one which is so rarely held by a Barrister as to raise a presumption that it need not be held by one. C. S. R. 543, note.

(G. I., H. P., No. 1054 (Judicial), dated 14th August 1908, with G. I., F. D., No. 4890-P., dated 20th August 1908. Dy. G. I. 292.)

## Chapter XXV.—Members of the Indian Civil Service.

### Annuity Deductions.

*1s. 6d. rate should not be applied if it raises the furlough above the minimum and causes reduction on account of annuity.*

C. S. R.  
556.

814. The Secretary of State has decided that the rate of exchange of 1s. 6d. the rupee, which has been conceded to the absentees out of India in connection with the exchange compensation scheme, should not be applied to the case of an officer should it render him liable to a reduction on account of Annuity fund subscription from which he would be exempt if drawing the minimum furlough allowance of £500 a year, or should it otherwise operate to his disadvantage.

(G. I., F. D., No. 110-P., dated 9th January 1895. C. I. T.)

*Exchange Compensation Allowance on minimum furlough allowance exempted from annuity.*

815. The minimum absentee allowance of an officer of the Indian Civil Service on leave in India being exempt from annuity deduction, the exchange compensation allowance admissible on that allowance is also exempt from deduction.

(G. I., F. D., No. 308-Ex., dated 18th January 1895. Dy. G. I. 352.)

816. The half of the salary of his office (including exchange compensation allowance), which a temporary Member of Council gets in addition to half the salary of the Member whose place he supplies, is exempt from annuity deduction (note under paragraph 4 of the C. I. T.'s Manual of Appointments and Allowances).

### Civil Fund Deductions.

*Subscription cannot be paid in advance, if rules do not permit.*

817. Nothing in either clause (a) or clause (b) of Article 560 should be taken as authorizing payment of contributions in advance when the rules of the Fund to which the officer belongs do not allow such payment. Consequently a subscriber to the Indian Civil Service Family Pension Regulations cannot pay his subscription in advance in India before proceeding on furlough to Europe.

(G. I., F. D., No. 4690-P., dated 7th October 1895.)

*Honoraria for special work subject to annuity.*

818. Annuity deduction should be made from Honoraria granted to members of the Indian Civil Service for special work, e.g., the preparation of a Manual.

(G. I., F. D., No. 5570-P., dated 5th October 1905. Dy. G. I. 321.)

*Exemption from Annuity deduction.*

819. "The Minimum allowance drawn by Members of the Indian Civil Service during special leave is exempt from Annuity deduction."

(G. I., F. D., No. 7071-C. S. R., dated 7th December 1911. Dy. G. I. 505.)

*Subscription from what date commences and increases.*

820. Subscriptions for pensions under the Indian Civil Service Family Pension Regulations should commence from the date of commencement of salary and service for the purpose of transfer from class to class should commence from the date of the covenant of a member of the Indian Civil Service or from the date of despatch of the Secretary of State announcing his appointment, whichever is earlier.

(G. I., F. D., No. 3623, dated 18th July 1889. Dy. G. I. 251.)

*Furlough subscription to Bombay Fund if paid in advance, how calculated.*

821. Furlough subscriptions of subscribers to the Bombay Civil Fund if paid in India in advance will be calculated in the excess of the Indian rate of furlough allowance in rupees over R416-10-8 per mensem.

C. S. R.  
563.

(G. I., F. D., No. 3318-P., dated 17th June 1895. C. I. T.)

*Date of commencement of Indian pay to be noted in the Certified List.*

822. The dates from which officers on return from furlough draw Indian allowances should be distinctly inserted against their names in the Certified Lists, on the occasion of notifying credits of subscription on their account after their return from leave.

*Fund subscription to be deducted from the net amount in cases of overdrawal of furlough allowance in England.*

823. Fund subscriptions of officers who have overdrawn their absentee allowances should be deducted from the net amount of allowances drawn in India so that the Comptroller of India Treasuries can recover Civil Fund subscriptions up to the date on which furlough pay was drawn in England.

(C. G.'s No. <sup>P</sup><sub>1330</sub>, dated the 10th December 1886. Dy. C. G. 1169.)

*Annuity and Fund deductions to be levied on exchange compensation allowance.*

824. Annuity and Civil Fund Deductions shall be levied on the exchange compensation allowance in all cases in which under the operation of the existing rules the allowance is liable to such deductions.

C. S. R.  
569.

(G. I., F. D., No. 408-P., dated 3rd November 1893. Burma.)

**Retirement and Annuity.**

*Leave without allowance counts as service.*

825. During a period of absence on leave without allowances a Covenanted Civil Servant should be considered to be in the service within the meaning of Articles 561 and 564 of the Civil Service Regulations.

(C. G.'s letter No. 1624, dated 7th November 1878, to Allahabad.)

**Compulsory Retirement.**

*Officiating High Court Judge.*

826. The proviso in Article 565, Civil Service Regulations, applies to an officiating Judge of a High Court. The Government of India may sanction

C. S. R.  
565.

for special reasons always to be recorded the retention by a member of the Indian Civil Service of his officiating appointment as a Judge, High Court.

(S. of S. 44-Judl., dated 26th July 1907, with G. I., F. D., 5151-P., dated 16th August 1907. Dy. G. I. 320.)

## Chapter XXVI.—Statutory Civil Servants.

### Pension Regulations.

*Service not wholly in the Statutory Civil Service.*

**C. S. R.  
566.**

**827.** The rules under Article 566, as they stand, do not provide as regards length of service necessary to qualify for a retiring pension, in the case of an officer whose pensionable service has not all been in the Statutory Civil Service. The Government of India have now decided that Statutory Civil Servants whose service has not been wholly as such shall be eligible for a retiring pension after 30 years' qualifying service, statutory and others.

(G. I., F. D., No. 4683-P., dated 22nd August 1905, with endorsement No. 4994-P., dated 7th September 1905. Dy. G. I. 270.)

## Chapter XXVII.—Ecclesiastical Offices.

### Section I.—Bishops.

*Allowances of locum tenens.*

**C. S. R.  
567,(8),(10).**

**828.** An Archdeacon or a Chaplain appointed to hold charge of a Diocese during a vacancy in the See has an equitable claim to the acting allowance as well as to the travelling allowances admissible during the absence of the Bishop on leave. Rules 8 and 10 under Article 567 are held to cover such cases on the condition that the grant of acting allowance does not involve any extra expense to the State beyond what would be incurred if the Bishop were present on duty, and that the grant of visitation allowance is subject to the restrictions laid down in Articles 1112 and 1149.

(G. I., F. D., No. 1012-P., dated 4th March 1899. C. I. T.)

**C. S. R.  
567.  
Rule 4.**

**829.** Extraordinary furlough enjoyed by a Bishop under Rule 6A of Article 567 should not be deducted from the furlough earned in order to calculate the amount of furlough due.

(G. I., F. D., No. 1091-P., dated 23rd February 1907. Dy. G. I. 328.)

Section II.—Archdeacons and Presidency Senior Chaplains  
of the Church of Scotland.

*Addition of special, personal, or exchange compensation allowance prohibited.*

880. Sections 101, 3 and 4, William IV, Cap. 85, prohibit the addition of any special personal allowance or exchange compensation allowance to the remuneration drawn by an Archdeacon in respect of his archdeaconry.

C. S. R.  
571.

(G. I., F. D., No. 4192-En., dated 18th August 1894. C. I. T.)

*Special allowance regarded as pay.*

831. The special allowance admissible under Article 571, Civil Service Regulations, should in the case of the substantive Senior Chaplain of the Church of Scotland proceeding on leave be treated rather as *pay* than as *local allowance*, and in the case of the officiating officer as an acting allowance. Accordingly in the case of a privilege leave vacancy the allowance is not admissible to the acting officer for the first 30 days of the leave.

(G. I., F. D., No. 513-A., dated 30th January 1897. Dy. G. I. 372.)

Section III.—Chaplains.

Residence and Service.

*Officiating service counts towards "residence."*

832. A Chaplain can count his officiating service before confirmation as "Residence" for pension from the date of his arrival in India, that being reckoned as prescribed in Articles 574 and 575.

C. S. R.  
573.

(G. I., F. D., No. 4130-P., dated 15th September 1897. C. I. T.)

*Probationers.*

833. Probationary Chaplains should be allowed the privilege, enjoyed by probationers in other services, of being eligible for the same leave as if they held substantive appointments.

C. S. R.  
580 (note).

(S. of S.'s Public (Ecclesiastical) No. 155, dated 18th September 1908, with G. I., F. D., No. 5787-P., dated 12th October 1908. Dy. G. I. 374.)

Furlough Allowances.

*Furlough allowance paid in India at the official rate of exchange.*

834. The furlough allowance prescribed for Chaplains in this Article should, if paid in India, be converted into rupees at the official rate of exchange in force when the allowance was payable.

C. S. R.  
585.

(G. I., F. D., No. 5400, dated 10th October 1837. Burma.)

**Special Leave.***Advance inadmissible.*

**835.** A Chaplain proceeding on special leave on urgent private affairs, under Article 587 of the Civil Service Regulations, is not entitled to an advance of the first quarter's leave allowances under Article 585 (b) of the Regulations.

(G. I., F. D., No. 1754-P., dated 18th April 1896. Dy. G. I. 18.)

**Subsidiary Leave.**

*Admissible to a Chaplain who is granted extraordinary leave in continuation of furlough.*

**836.** The Revd. T. M. Macdonald, a Chaplain, on furlough out of India overstayed his leave by two days and was granted extraordinary leave in continuation, as no furlough was due to him. A question having been raised as to whether he is entitled to any allowance during subsidiary leave under Article 590, Civil Service Regulations, it was decided that since Article 589, Civil Service Regulations, makes him subject to section V, Chapter XIII, Civil Service Regulations, and Article 330 (d) contemplates the grant of subsidiary leave in such circumstances, he should get subsidiary leave with furlough allowance.

(A. G. Mr. Branson's decision, dated 26th September 1904, on a G. A. reference filed with Dy. M. S. 871, dated 19th July 1904.)

**Privilege Leave and Extraordinary Leave.**

*In cases of combined leave, calculation to be made from the last interruption of duty.*

C. S. R.  
594.

**837.** The calculation of the amount of privilege leave due for combination with other leave in the case of a Chaplain, should be made retrospectively from the last interruption of duty and not from date of return from privilege leave taken under Article 592, as it should be treated as if granted under Article 260.

The excess of privilege leave taken by a Chaplain under the rules in Chapter XXVII of the Civil Service Regulations over the amount which would have been earned for the same period under the general rules in Chapter XII should be treated as if it had been an overstayal of leave, that is to say, as constituting an interruption of duty within the meaning of Article 246 of the Regulations.

(G. I., F. D., No. 3262-P., dated 16th June 1902. Dy. G. I. 102.)

C. S. R.  
596.

**838.** House-rent inadmissible during privilege leave portion of a Chaplain's combined leave.

House-rent is inadmissible to a Chaplain for the period he is on privilege leave taken in combination with furlough or other long leave.

(G. I., F. D., 309 E., B., dated 4th March 1914. Dy. G. I. 704.)

*Leave to Chaplains on Probation.*

C. S. R.  
597.

**839.** Leave without allowances may not be granted to a Chaplain on probation.

(Decision of G. I., F. D., in the case of the Rev. Bell of U. P., which was referred to unofficially in deciding the case of the Rev. Kidsdale by this office.)

## Section IV.—Ministers other than Chaplains.

*No exchange compensation allowance.*

840. Exchange compensation allowance is not admissible on the allowances drawn by clergymen under Articles 602 and 603, Civil Service Regulations, as they are not officers of Government within the meaning of the exchange compensation allowances rules, and the allowances are not "Salary" as defined in Article 38, Civil Service Regulations.

C. S. R.  
602 and  
603.

(G. I., F. D., No. 1505-P., dated 26th March 1894, with B. G. 2188-F., dated 3rd April 1894. Dy. G. B. 46.)

## Chapter XXVIII.—Military Officers.

## Section I.—Pay, Allowance, and Leave Rules.

*Military Officer lent to Civil Department.*

841. (1) In the case of a military officer who is lent to a Civil Department for the performance of a specific duty, his term of service under the Civil authorities terminates on the completion of such duty and any leave for which he may then apply will be granted by the military authorities with reference to his status as a military officer.

C. S. R.  
605 and  
606.

(2) In the case of a military officer who is lent to a Civil Department for a fixed period and who is desirous of taking leave prior to the termination of that period, leave will be granted, within the period for which his services have been lent to the Civil Department, with reference to the applicant's status as a civil officer, even though he does not return to his civil appointment on the expiry of his leave.

(3) In the case of a military officer lent to a Civil Department for a fixed period, who applies, before the expiry of the term of his civil employment for leave which will extend beyond the period of such term, the whole period of leave will be granted by the civil authorities, after consultation with the military authorities, the portion antecedent to the expiry of the term of civil employ being granted with reference to the officer's status as a temporary civil officer and the balance with reference to his status as a military officer. In such cases the officer's service under the Civil Department will be held to terminate, not at the commencement of his leave, but on the completion of the period for which his services were originally lent to Civil Department.

(G. I., H. D., No. 102—119, dated 24th January 1907, with G. I., F. D., No. 1229-P., dated 27th February 1907. Dy. G. I. 333, E. B. & A.)

*Combined leave to Military Officer with no substantive appointment in Civil Department.*

842. A Military Officer with no substantive appointment in the Civil Department is entitled, under the provisions of Article 608, to combine the

C. S. R.  
608.



privilege leave admissible to him under civil rules with furlough or other leave admissible to him under military rules if he is to be re-employed in Civil Department on his return to duty.

(G. I., F. D., No. 5091-P., dated 12th October 1909. Dy. G. I. 180, E. B. & A.)

*Temporary reversion to Military duty not borne on the regimental rolls.*

C. S. R.  
605.

843. The temporary reversion of a medical officer to Military duty in consequence of field operations should not be included in the three years during which his name is borne on the rolls of his regiment under Article 282, Army Regulations, India, Volume I, Part I.

(G. I., F. D., No. 4072-P., dated 11th August 1900. Dy. G. I. 175.)

*Leave allowance of Staff Corps Officers.*

844. Staff Corps Officers on reversion to the Military Department have the option of electing the Leave Rules for the Staff Corps or of continuing under the Furlough Rules of 1868. If residing out of India, in the former case, they will be entitled to leave allowances at £700 per annum, under Article 725, Army Regulations, India, Volume I, Part I, and in the latter, to half the Indian pay of their rank, under clause 8, Rule V, of the Furlough Rules of 1868.

(C. M. A., Ben., No. 19, dated 2nd April 1897. C. I. T.)

## Section II.—Compulsory Retirement from Civil Employ.

*Cantonment Magistrates and other officers.*

C. S. R.  
612.

845. Cantonment Magistrates will be allowed to serve up to the age of 55 years. Those who were appointed to the Civil Department on or after the 1st November 1887, and have been removed from the effective list of the Army under Article 280, Army Regulations, India, Volume I, Part I, will, in accordance with Article 1427 of the same Regulations, be required to retire from the service on being superannuated under the Civil Rules.

Officers appointed to the Civil Department between 1st April 1884 and the 1st November 1887, and removed from the effective list of the Army under Article 280, Army Regulations, India, Volume I, Part I, will, on superannuation from Civil employ, be allowed the option of electing to remain in the service under terms of that Article.

All other officers will come under Article 350, Army Regulations, India, Volume I, Part I.

(G. I., F. D., No. <sup>F.</sup><sub>4004</sub>, dated 9th August 1894. Allahabad and Burma.)

*Retention of Civil appointments by Medical Officers who entered the Service before January 1860.*

**846.** Medical Officers who entered the service before 13th January 1860, may be allowed to retain their Civil appointments for a period not exceeding three years after they attain the age of 55 years, if they are permitted to remain in the service under the provisions of the Royal Warrant and are still fitted for performance of their Civil duties.

(G. I., H. D. (Med.), No. 117, dated 28th April 1883. Allahabad.)

*Continued employment in Civil Department by Medical Superannuated Officers.*

**847.** A Lieutenant-Colonel of the Indian Medical Service in Civil employ who is granted an extension of service beyond the age of 55, should ordinarily continue to be employed in the Civil Department.

C. S. R.  
618.

(*I*de Military Department Notification No. 1047, dated 23rd October 1903, received with G. I., F. D., No. 4612-P., dated 24th July 1907. Dy. G. I. 252.)

*Extension of tenure of office of Lieutenant-Colonels below administrative rank.*

**848.** Lieutenant-Colonels specially selected for increased pay if physically fit and reported to be efficient will be permitted to remain in service beyond the age of 55 until they complete 30 years' service. Such officers, however, will not be eligible for promotion to the administrative grade nor for the special extra pension of £100 per annum (Military Department Notification No. 1047, dated 23rd October 1903 at page 935 of the *India Gazette*, dated 24th October 1903). The above order supersedes the rule in Article 613(b) of the Civil Service Regulations so far as Indian Medical Service officers are concerned and a Lieutenant-Colonel in Civil employ who is granted an extension of service beyond the age of 55 should ordinarily continue to be employed in the Civil Department.

C. S. R.  
618 (a).

(G. I., H. D., No. 696-(Med.), dated 16th July 1907, with B. G., M. D., No. 763-Med., dated 30th July 1907. Dy. G. B. 2132.)

*Leave after the attaining of 55 years of age.*

**849.** Lieutenant-Colonels of the Indian Medical Service who have been granted an extension of service under Article 613(b) of the Civil Service Regulations in order to complete 30 years' service are exempted from the operation of Article 620(a) of the Regulations, and therefore are not entitled to leave under the ordinary rules during the period of extension prior to their reversion to the Military Department.

C. S. R.  
620.

(G. I., F. D., No. 5604-P., dated 3rd October 1908. Dy. G. I. 352.)

## Chapter XXIX.—Civil Veterinary Department.

### Acting Allowances and Leave Rules.

*Absentee allowance affected if a period of service is completed during furlough.*

- C. S. R. 622.** 850. The absentee allowances admissible to an officer of the Civil Veterinary Department under Rule 16 (a) of the Civil Veterinary Department rules are affected if during the currency of his furlough he completes one of the periods of service required to entitle him under Rule 13 to the increased rate of salary. The increased rate should not, under the provision of Article 60, take effect only from the date of return to duty.

(G. I., F. D., No. 289-P., dated 22nd January 1895. C. I. T.)

*Allowances during leave subsidiary to ordinary furlough.*

- C. S. R. 622 (a).** 851. The allowances of officers of the Army serving in the Civil Veterinary Department during leave subsidiary to ordinary furlough should be governed by the rule contained in Article 622 (a) of the Civil Service Regulations

(G. I., F. D., No. 4098-P., dated 14th August 1909. Dy. G. I. 245.)

## Chapter XXX.—Civil Engineer and Telegraph Officers.

*Leave and retirement of Civil Engineers on attaining the age of 50 years*

- C. S. R. 649.** 852. The rule about a Civil Engineer being called upon to retire on reaching the age of 50 years is not to be applied absolutely as in the case of superannuation under the 55 years' rule. When officers are exempted from the operation of the rule it is open to the Local Government to recommend its enforcement subsequently at any time, should such a course be considered in the interests of efficient administration.

In case of Public Works Department Officers the Local Government or Administration may permit the officer whom it has been decided to retire, to avail himself of any leave that may be admissible to him under rules of the Civil Service Regulations before actually retiring him from the service.

The above order will apply to Military Officers in the Public Works Department. Such officers if brought under the operation of the rule will be required to vacate their appointments in the Department.

(*Vide G. I., P. W. D., Resolution No. 533—48-E., dated 21st May 1910.*)

- C. S. R. 650.** 853. Assistant Secretaries in the Public Works Secretariats of Local Governments and Administrations are excluded from the operation of Article 650, Civil Service Regulations.

(*Vide G. B., P. W. D., letter No. 3200-E., dated 22nd July 1912. Dy. G. B. 2502.*)

## Chapter XXXI.—Law Officers.

## Officers on full-time Salaries.

*Maximum limit of furlough allowance applies.*

**854.** The maximum limit of furlough allowance laid down in Article 314 (a) (i), Civil Service Regulations, applies to the Law Officers of Government referred to in Article 654 of the Regulations as they are subject to the same leave rules as members of the Indian Civil Service

**C. S. R.  
654.**

(G. I., II. D., dated 2nd June 1890. Dy. G. I. 102.)

## Officer retained on Fixed Allowances.

*Officiating services as Clerk of the Crown when counts for leave.*

**855.** In dealing with acting allowances regulated by Article 144, the Government of India is empowered in special cases to increase the allowance under Article 655 (14) to an amount not exceeding the full pay of the appointment.

**C. S. R.  
655.**

(S. of S.'s 61-Judl., dated 24th December 1908, with G. I., F. D., 281-F. O. and A., dated 18th January 1910 Dy. G. I. 259, E. I. & A.)

**856.** An officer's officiating service as Clerk of the Crown counts for leave as Clerk of the Crown, provided he officiated in an office which was vacant, or the permanent incumbent of which drew no part of the pay, and was confirmed without interruption in his service.

**C. S. R.  
655 (1).**

(G. I., F. D., No. 1145-P., dated 3rd March 1894. Madras.)

*Furlough can be accumulated and repeated without limitations.*

**857.** Rule 7, Article 655, Civil Service Regulations, merely fixes the proportion of active service required by a Law Officer for furlough. Such an officer can accumulate any amount of furlough, and there is no absolute limitation as to the period within which his furlough can be repeated, as there is in the case of medical leave (Article 655, Rule 5, Civil Service Regulations).

**C. S. R.  
655 (7).**

(G. I., F. D., No. 1006, dated 17th February 1882. Dy. G. I. 668.)

**858.** The Government of India has power in special cases to increase the allowance under Article 655 (14) to an amount not exceeding the full pay of the appointment.

**C. S. R.  
655 (14).**

(G. I., 281-F. O. and A., dated 18th January 1910, and S. of S.'s Despatch No. 61, dated 24th December 1909 Dy. G. I. 502.)

*Leave of Law Lecturers.*

**859.** A Law Lecturer in a Government Law College, not being a whole-time officer, is not eligible for leave under the Civil Service Regulations, but the Local Government can, at its discretion, grant such an officer leave without allowances.

**C. S. R.  
658.**

(A. G.'s decision, dated 4th March 1911, filed with Dy. A. G. 2742, dated 20th February 1911)

## Chapter XXXIII.—The Bengal Covenanted Pilot Service.

## Section I.—Pay and Leave Rules

*“ Rules for allowance to Members of the Bengal Pilot Service.”*

**C. S. R.  
870.**

860. (1) The following rules apply only to licensed Pilots and to Government Pilots on the free list. They shall not affect the right of the latter to revert to the salaried list, but such reversion shall be allowed only on the rates of salary in force previous to 28th March 1881. The term pilot in these rules includes a Leadsman.

(2) Allowances to Pilots who may be temporarily employed under orders of Government on special duties will ordinarily be granted at the following rates per mensem :—

	R
Branch Pilots . . . . .	1,000
Master Pilots . . . . .	700
Mate Pilots appointed before 1st October 1894 . . . . .	450
Mate Pilots appointed with effect from 1st October 1894 . . . . .	400
1st Mate Leadsman passed as Mate Pilot after 1st September 1894 . . . . .	175
Leadsman . . . . .	150

Allowances at these rates will be granted in the following cases :—

- (a) To Pilots summoned as jurors in the Marine Court.
- (b) To Pilots employed as assessors in cases tried under Act V of 1883.
- (c) To Pilots serving under Departmental Committees of enquiry held under the order of the Port officer.
- (d) To Pilots serving on Examination Committees.
- (e) To Pilots attending as witness on trials under Act XII of 1859 or Act V of 1883 or Departmental Committees of enquiry provided that the grant of allowance in such cases is recommended by the Port officer.

(In all these cases the Pilots shall, on the termination of the special duty, revert to their turn-list in the position which they occupied when taken away for that duty.)

- (f) To Pilots tried by the Marine Court and acquitted of all blame for such time as they may have been suspended from duty.
- (g) In all other cases in which the Government may think fit to grant allowances at the above rates.

(3) Pilots attending criminal or civil courts to give evidence on behalf of Government in matters of which they are cognizant shall not be entitled to allowances at these rates unless the circumstances of the case are such that the Government consider it right to compensate them specially for their attendance.

(4) Detention allowance shall be calculated at the above rates for all periods exceeding 24 hours, the 24 hours to be reckoned from the time at which the vessel was announced to sail or from the time at which the stoppage necessitating the detention of the Pilot off pilotage work began, provided—

- (i) That no detention allowance whatever shall be charged when a vessel is prevented from proceeding by stress of weather, insufficiency of water or inability to procure a tug.
- (ii) That detention allowance shall be charged for the entire period (not excepting the first 24 hours) in the following cases :—
  - (a) When a Pilot is detained on board at the request of the Master, owner or agent.
  - (b) When a vessel is stopped to await orders from her owners or agents or when she is detained for want of accommodation at Budge-Budge.
  - (c) When awaiting inspection in consequence of sickness on board or quarantine.
  - (d) When awaiting to discharge a cargo of gunpowder at Moyapure.
  - (e) When a vessel is blown on shore in a cyclone and the Pilot is in no way held to blame for the accident or when a Pilot is sent on board of a vessel already on shore.
  - (f) When a vessel is detained by fire, unfitness or unseaworthiness. (But any latent defect in hull, machinery, equipment or fittings shall not be considered unfitness or unseaworthiness, provided the same shall not result from want of due diligence of the shipowner.)

(5) Pilots carried off to sea through stress of weather or other unavoidable cause shall receive for the period of their enforced absence from duty allowances as the rates presented in rule (2), together with their actual expenses for the return journey from the port at which they may be landed. The allowances and expenses paid to Pilots in such cases shall be debited to the Pilotage fund.

(6) The command allowances for the Pilot brigs is abolished. A Branch Pilot appointed to the command of a brig shall be entitled to draw pay at the rate specified above provided that no allowance shall be granted to a Pilot who is only in casual and temporary command, and who does not lose his chance of taking a vessel.

(7) A Pilot, whether acting or temporary in a grade, shall, in respect of these rules, be entitled to the same privilege as if he were permanent in the grade.

(8) A Leadsman Apprentice appointed to an outward-bound vessel shall receive his actual expenses of going on board and landing up to a maximum of Rs2-8-0 for each trip.

(9) Actual expenses shall be allowed to Pilots for joining a ship at Budget up to the amounts noted below which are to be taken as maxima:—

	R
Branch and Master Pilots . . . . .	5
Mate Pilots . . . . .	4
Leadsman . . . . .	2-8

(*Vide* G. I., F. D., No. 4872-P., dated 28th September 1909. Dy. G. I. 328.)

### Furlough.

*Pilot cannot have more than two years' furlough at credit.*

C. S. R.  
671.

861. A member of the Bengal Pilot Service is not entitled to carry forward an excess over two years' furlough when his first furlough has been taken after a service of more than ten years, as a Pilot can never have more than two years' furlough at his credit.

(G. I., F. D., No. 4523, dated 19th September 1890. Dy. G. I. 278.)

*Furlough allowance how calculated.*

862. In the case of furlough and other long leave the pay of the grade in which a Pilot has acted should be taken into account in calculating half the average pay for the last three years.

(G. I., F. D., No. 4760-P., dated 21st September 1891. Dy. G. I. 214.)

863. In calculating the average salary of a Pilot, the periods spent on leave (including privilege leave) and the allowances drawn during such leave should not be included in the calculation.

(G. I., F. D., No. 1597, dated 25th June 1886, Dy. G. I. 172, and G. I., F. D., No. 5175, dated 30th October 1890. Dy. G. I. 351.)

### Privilege Leave.

*Allowance admissible.*

C. S. R.  
676 (a) (b).

864. In the case of privilege leave under Article 676(a), Civil Service Regulations, a Pilot should be allowed the pay [Article 670(a)] of the grade in which he is officiating, so long as he retains a lien on it (Articles 210 and 216, Civil Service Regulations). In the case of privilege leave under Article 676 (b), half of the rate of allowance admissible under (a) above.

(G. I., F. D., No. 4760-P., dated 21st September 1891. Dy. G. I. 214.)

*Leave at credit.*

865. When a Pilot takes leave under Article 676 (b), Civil Service Regulations (which he only does when he requires more leave than is due to him

under the ordinary privilege rules) he has at his credit, on his return from the leave, privilege leave of an amount equal to the excess of the privilege leave due to him when he went on leave, over one-half of the leave taken under Article 676 (b).

(G. I., F. D., No. 4432, dated 8th November 1884. Dy. G. I. 505.)

### Leave after the Superannuation age of 55 years.

*Condition relaxed if leave was refused.*

866. In the case of Pilots who, after attaining the age of 55, have been refused leave owing to the exigencies of the service, the condition laid down in the note to Article 677 may, at the discretion of the Government of India, be relaxed.

C. S. R.  
677.

(S. of S.'s Desp. No. 136-Finl., dated 7th August 1903, received on the 24th August 1903, with G. I., F. D., No. 5144-P., dated 4th September 1903. Dy. G. I. 212.)

### Section II.—Pension Rules.

867. Subsidiary leave, and privilege leave whether taken in or out of India should, for purposes of Article 678, Civil Service Regulations, be reckoned as actual service in India.

C. S. R.  
678.

(G. I., F. D., No. 993-P., dated 24th February 1910. Dy. G. I. 575. Bundle No. P.R-106 of 1909-10.)

868. The benefits of the rule in Article 408, Civil Service Regulations, as to the reckoning of certain periods of leave in or out of India towards service for pension is extended to the Bengal Pilot Service.

(S. of S.'s despatch No. 137-Finl., dated 18th November 1910; copy with G. I., F. D., No. 6409-C. S. R., dated 7th December 1910. Dy. G. I. 406. Bundle No. P. R.-106 of 1909-10.)

### Section III.—Family Pension Rules.

#### Contributions.

*No contribution during long leave.*

869. No contributions under Article 683, Civil Service Regulations, are made during absence on furlough or other long leave.

C. S. R.  
683.

(G. I., F. D., No. 4760-P., dated 21st September 1894, Dy. G. I. 214; and F. D. No. 3363-P., dated 13th August 1892. Dy. G. I. 154.)

870. Contributions for pensions are determined with reference to the substantive rank of the officer concerned.

(G. I., F. D., No. 4760-P., dated 21st September 1894. G. I. 214.)



## Chapter XXXV.—Dacca Military Police.

C. S. R.  
712.

871. Jharnas now serving in or hereafter joining the Dacca Battalion should be treated as belonging to a race foreign to the Province of Eastern Bengal and as such entitled to the benefits of Article 712.

(G. I., H. D., No. 1121, dated 2nd October 1908, with F. D. No. 5860-P., dated 14th October 1908. Dy. G. I. 246.)

PART VI.—WOUND AND OTHER EXTRAORDINARY  
PENSIONS.

Chapter XXXVIII.—Wound and other Extraordinary  
Pensions.

Section I.—Wounds on Military Service

*Renewable according to medical report.*

872. Wound pensions granted under Article 728 are, as in the case of pensions granted under Article 1502, Army Regulations, India, Vol. I, Part I, British troops, renewable from year to year according to subsequent report of a Medical Board.

C. S. R.  
728.

(G. I., F. D., No. 1840, dated 16th April 1890. Burma. Dy. 6 E. B. & A.)

Section III.—Injuries Received on Duty.

*Policemen dying of plague entitled to these concessions.*

873. Policemen who die of plague contracted in the execution of their duties, in plague-stricken localities may be considered as having been killed in the execution of duty attended with extraordinary bodily risk within the meaning of Articles 731 and 735, Civil Service Regulations, provided that care be taken strictly to limit the grant of pensions to cases where men are sent to duty entailing imminent risk from plague. The concession is applicable to families of policemen dying of plague while on plague duty in all provinces in which plague is or may become prevalent.

C. S. R.  
734 & 735.

(G. I., F. D., No. 4516-P., dated 13th September 1900. Dy. G. I. 220.)

*“British Officers of Sapper and Miner Corps and Pioneer Battalions.”*

874. It has been decided by the Secretary of State that British Officers of Sapper and Miner Corps and Pioneer Battalions injured while employed on railway, public and military works, including roads, under the Railway Administration, the Public Works Department, or the Military Works

C. S. R.  
735.

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PENSIONS.

Services, are eligible for injury gratuities and pensions under paragraphs 756 and 757, Army Regulations, India, Volume I, unless they are employed under Civil Service Regulations, in which case their claims should be dealt with under Chapter XXXVIII of the Civil Service Regulations.

(G. of I., P. W. Circular No. VI. P. W., dated 22nd March 1913, received with G. of B. P., W. D., Circular No. 2-E., dated 17th April 1913. Dy. G. B. 783.)

*Government of India empowered to grant pension or gratuity in case of death or incapacity due to devotion to duty.*

**C. S. R. 735.** 875. When an officer is incapacitated or dies in consequence of an injury received, or disease contracted, in the discharge of duty, not involving extraordinary bodily risk, and the Government of India is satisfied that the injury or disease was due to the officer's devotion to duty, it may grant a pension to the officer or a family pension not exceeding Rs 25 a month, or gratuity not exceeding the equivalent of that amount.

(Para. 6 of Desp. from S. of S., No. 10-Financial, dated 16th February 1903, received with G. I., F. D., No. 1824-P., dated 15th April 1903. Dy. No. G. I. 2 of 1903-04. Allahabad.)

*"Operations on Venereal Patients."*

**C. S. R. 735, 739 & 740.** 876. The performance of operations on Venereal patients is a duty involving extraordinary bodily risk within the meaning of Article 735, Civil Service Regulations, and the grant of pensions or gratuities to Civil Medical Officers injured in this manner should be dealt with under Articles 739 and 740, Civil Service Regulations.

(G. of I., Home Department Order No. 2091-C-2098-C., dated 28th March 1913, received with G. I., F. D., Order No. 292-C. S. R., dated 7th April 1913. Dy. G. I. 21.)

**C. S. R. 743.** 877. If a member of a military police battalion sustain an injury in the course of importing an instruction in, or undergoing a course of, gymnastics the grant of a pension or gratuity to him can be dealt with adequately under Article 743.

(G. I., H. D., No. 162, dated 12th February 1909, with F. D., 1007-P., dated 23rd February 1909. Dy. G. I. 415, E. B. & A.)

PART VII.—FOREIGN SERVICE AND SERVICE UNDER  
LOCAL FUNDS.

Chapter XXXIX.—General Definitions and Conditions.

878. (1) Service with District or Taluk Board should be treated as Foreign Service of the first kind as Local Board Funds cannot be regarded as funds over which Government has "obtained control or which it has received in trust," nor can the appointments under Local Boards rightly be ranked as "special appointments" created by Government for the purpose of exercising control or trust.

C. S. R.  
750.

(2) All officers transferred to court of wards estates for the purpose of managing or assisting in the management or administration of such estates should be classified as coming within the second kind of Foreign Service.

(3) Transfers of Hospital Assistants to service under Municipalities should be treated as transfers to Foreign Service of the first kind.

(G. I., F. D., 1780-P., dated 8th April 1909, with F. D., 91-C. S. R., dated 1st February 1913, D. G. I., 241 and G. I. F. D., 630-C. S. R., dated 2nd July 1913. Dy. G. I. 93.)

*Appointments in Native States temporarily controlled by Government.*

879 When a Government officer is appointed by Government to a post in a Native State temporarily controlled by Government merely acting for the time in lieu of the Native Ruler, the appointment being one which the Native Ruler, had he been in possession, would have made himself, the officer should be treated as in Foreign Service of the first kind.

If the appointment is made for some purpose connected with the control by Government and comes to an end when the control by Government ceases, the officer should be treated as on Foreign Service of the second kind.

(G. I., F. D., No. 1231-G., dated 27th September 1895, received with G. I., F. D., No. 2337-P. D., dated 24th April 1907. Dy. G. I. 59. Bundle P. R. 173 of 1906-07.)

Chapter XL.—Foreign Service of the first and second kinds.

Section I.—Conditions of Foreign Service of the first kind.

Explanation.

*What circumstances justify loan of an Officer to a Foreign Employer.*

880. As explained in Article 805 (3rd edition), the Government of India do not lend their own officers to a foreign employer, unless it can be shown

C. S. R.  
805, 3rd  
edition.

that the latter cannot otherwise obtain competent officers, and the political or public considerations require that the foreign employer should be assisted by the Government. Where these conditions are not satisfied, an officer of the Government, who in his own interest seeks to be transferred to foreign service must be content to forfeit all claims on the British Government.

(G. I., F. D., No. 1282-P., dated 20th March 1899. Dy. G. I. 429.)

### Sanction to Transfer.

*Government of India's sanction necessary to the transfer of officers belonging to Account Offices.*

C. S. R.  
753.

881. The sanction of the Government of India is required in the case of transfer of service of officers, etc., belonging to the Account Offices.

(G. I., F. D., No. 6553, dated 30th December 1889. Burma.)

*Sanction to transfer by C. G. of Non-Gazetted Officers in Account Offices.*

C. S. R.  
753 (iii).

882. The Government of India delegate to the Comptroller and Auditor General the power of a Local Government under the rules in Part VII of the Civil Service Regulations in respect of Non-Gazetted Officers serving in Account Offices.

(G. of I., F. D., No. 6427-C. S. R., dated 10th December 1910. Dy. No. G. I. 411.)

*Officers to have ten years' qualifying service.*

C. S. R.  
753.

883. When the loan of an officer is justifiable on public grounds, a further question arises as to the particular officer to be selected; and on this point the Government of India have laid down the rule that (with certain specified exceptions) the officer chosen shall have ten years' qualifying service. It is opposed to the policy of Government to incur pensionary liabilities on account of officers who have abandoned their service. In the case, however, of officers who by a substantial term of service prior to transfer, have established pensionary claims on the Government which they cannot without hardship be required to forfeit, the Government accept contributions and undertake a continued responsibility for pension. But they cannot take this responsibility as they have been asked to do on behalf of officers of only three, two and even one year's service. The limit which is necessarily an arbitrary one has been fixed at ten years, and it is desirable that this limit should be adhered to in all but clearly exceptional cases, even though its application may occasionally cause some difficulty in obtaining a suitable and willing officer.

(G. I., F. D., No. 1282-P., dated 20th March 1899. Dy. G. I. 429.)

*Local Fund service not to be included in the ten years' limit.*

884. Service paid from a Local Fund (Incorporated) and qualifying for pension according to the rule of proportions should not be included in the ten years' qualifying service.

(G. I., F. D., No. 729-P., dated 11th February 1898. Burma.)

*Salary to be paid in the local currency.*

885. An officer whose services are lent to a Native State, and who receives a salary, fixed in Government rupees, from the Native State, as its servant, shall be paid in the local currency at any fixed or varying rates of exchange.

(G. I., F. D., No. 1382-P., dated 20th March 1890. C. I. T.)

*Officer to receive the "exact" equivalent of his fixed salary.*

886. As regards officers whose employment in a Native State is treated as British Service, they should not receive less than the salary promised, nor should the Native State, on the other hand, pay anything in excess of the amount contemplated; the salary of those officers if paid in the coin of the Native States shall accordingly be disbursed at a rate of exchange so regulated, between the Native and British currency, as to leave to the officer concerned, as nearly as possible, the equivalent of his salary in Government rupees.

(G. I., F. D., No. 5290-A., dated 22nd October 1894. C. I. T.)

*Transfer cannot be sanctioned retrospectively.*

887. Transfer to Foreign service should not be sanctioned with retrospective effect.

(G. I., F. D., No. 5330-S., dated 11th February 1890. C. I. T.)

*Remuneration may be fixed by the Local Government.*

888. The confirmation of the Government of India is not required in cases of Foreign Service of the first and second kinds in which the remuneration of an officer is fixed by the Local Government.

(G. I., F. D., Nos. 5398-P.—5399-P., dated 22nd December 1896. C. I. T.)

*Officers transferred to Foreign Service out of India ought to be furnished with a copy of memorandum of information.*

889. Instances having been brought to the notice of the Government of India that officers transferred to Foreign Service out of India have received pay from the foreign employers in excess of the amount sanctioned by the Government of India, and also leave in excess of that admissible under the Civil Service Regulations, the Government of India have ruled that every officer transferred to Foreign Service out of India shall be supplied, at the time of his transfer by the authority by whom the transfer is sanctioned, with copy of memorandum of information annexed.

(G. I., F. D., Resolution No. 1669-P., dated 24th March 1903. Dy. G. I. 460.)

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SECOND KINDS.**

*Provision relaxed in the case of Deputy and Sub-Deputy Collectors in Bengal deputed as Managers of Court of Wards' Estates.*

**C. S. R.  
753 (ii).** 890. The conditions as to ten years' qualifying service is relaxed in the case of Deputy Collectors and Sub-Deputy Collectors in Bengal deputed as Managers of Court of Wards' Estates.

(G. I., Rev. & Agri., No. 1539-314-2, dated 6th October 1905, with G. I., F. D., No. 6081-Ex., dated 31st October 1905. G. I. 371.)

*When the condition of Article 753 (iii) is not to be enforced.*

**C. S. R.  
753 (iii)  
and 788.** 891. If an officer's reversion to British service is sanctioned by competent authority as a temporary measure and on public grounds, and if he retains a recognized lien on his appointment under Article 788 of the Civil Service Regulations, the condition imposed by Article 753 (iii) is not required on his retransfer to Foreign Service.

(G. I., F. D., letter No. 1924, dated 19th April 1890, to Local Government, Dy. No. 2979, Case No. 216 of T. A. D., section II. Allahabad.)

*Provincial Forest service is not "Superior."*

**C. S. R.  
753 (iii) (b).** 892. Provincial Forest service is not included in the term "Superior Service" in the rule in Article 753 (iii) (b) of the Civil Service Regulations.

(G. I., F. D., No. 5293-P., dated 22nd September 1905, to A. G., Madras. Dy. G. I. 294.)

*Officers serving under a Patwari Fund are exempt from the rule.*

893. Government of India exempts from the operation of the rule in Article 753 (iii), Civil Service Regulations, officers rendering pensionable services under a Patwari Fund.

(G. I., F. D., No. 7493-P., dated 30th November 1904. Dy. G. I. 374.)

*Provision relaxed for officer deputed to plague duty under Local Boards.*

894. The provisions of Article 753 (iii), Civil Service Regulations, may be relaxed in the case of Government servant who are deputed to plague duty under Local Boards.

(G. I., F. D., No. 7684-P., dated 19th December 1903. Madras.)

*Pay not to be necessarily increased.*

**C. S. R.  
753 (iv).** 895. The orders under which the maximum pay of Government officers transferred to Foreign Service is fixed at the pay of the grade next above that in which the officer is graded on the Government List, do not necessarily contemplate any immediate increase of salary in the case of an officer lent to a foreign employer in India for the performance of duties similar to those which he is called upon to perform in the service of Government; nor do they justify any

claim by such an officer to a higher rate of pay as a matter of right. Any question of increase of pay should be initiated by the foreign employer concerned.

(G. I., F. D., No. 897-P., dated 27th February 1895. Dy. G. I. 367.)

*Foreign service pay may be fixed on a progressive scale.*

896. The rule in Article 753 (IV) (c) (2), Civil Service Regulations, that no increase of pay shall be granted to an officer transferred to Foreign Service until he has served for three years in foreign employ and that subsequent increments may be allowed at intervals of not less than three years, should not be considered as preventing the pay of the appointment to which an officer is transferred being fixed on a progressive scale with annual increments.

C. S. R.  
753.

(G. I., F. D., No. 65-P., dated 9th January 1902.)

897. The pay of an officer in Foreign Service should be determined with reference to the substantive and not the sub. *pro tem.* pay which he would have been drawing in British Service.

C. S. R.  
753 (iv).

(G. I., F. D., No. 2574-C. S. R., dated 2nd May 1911. Dy. G. I. 59.)

898. In the case of the transfer of an officer not belonging to the Indian Civil Service or a mixed commission to Foreign Service under Native States in India, the Local Government under which the officer is serving should transfer him to Foreign Service under the Durbar concerned, his emoluments being determined in accordance with the provisions of the Civil Service Regulations. In cases in which reference to the Government is required under Articles 753 and 764, the Local Government should notify in the order of transfer that it is issued with the sanction of the Government of India in the Foreign Department.

C. S. R.  
753.

(G. I., F. D., No. 3069-G., dated 17th December 1906, with G. I., F. D., No. 125-P., dated 8th January 1907. Dy. G. I. 271.)

899. When an officer's transfer to foreign service has been sanctioned by the Government of India for a stated term, any extension of such employment may be sanctioned by the Local Government concerned without reference to the Government of India provided that no change is made in the conditions of the officer's employment which would otherwise require the sanction of the Government of India.

(G. I., Foreign, No. 1596-Est.-A., dated 10th May 1910, with F. D., No. 2606-P., dated 28th May 1910. Dy. G. I. No. 56.)

900. An officer who is deputed by his foreign employer on special duty beyond the limits of the country in which he is employed should immediately inform the Local Government, under which he served before his transfer to Foreign Service out of India, of the circumstances and conditions under which he has been placed on deputation.

C. S. R.  
753 (ii) (b).

(G. I., F. D. No. 1438-P., dated 14th March 1908. C. P.)



**C. S. R. 753**      **901.** The rules contained in the Resolution of the Government of India in  
**(ii), Appx. 31.** the Foreign Department, No. 4622-I.B., dated 5th December 1907 (*vide*  
Appendix 31) apply only to officers transferred, under foreign service conditions,  
to Native States.

G. I., F. D., No. 2301-I A., dated 4th June 1908, with F. D. No. 3530-P., dated 15th June  
1908. Dy. G. I. No. 101.)

*Acceptance of Unauthorized Remuneration prohibited.*

**C. S. R. 753 and 754.**      **902.** In the case of a medical officer, the rules \* regulating remuneration  
for attendance on Native Chiefs, Nobles and Gentlemen of high position in a Native  
State continue to apply; while, except as provided in those rules, permission is required  
before an officer who is actually occupying a Government appointment may undertake  
any duty on behalf of a Native State for remuneration. If the Native State  
and the officer concerned are subordinate to the same Local Government, the  
sanction of the Local Government is sufficient; in other cases the sanction of  
the Government of India is required. The same principle which forbids an  
alteration of pay also disallows a substantial change of duty without sanction.

(G. I., F. D., No. 1282-P., dated 20th March 1899. Madras.)

**Contribution required.**

*Maximum assumed pay of Military Officers on Foreign Service for the  
purpose of Article 754(a), Civil Service Regulations.*

**C. S. R. 754 (a).**      **903.** The maximum assumed pay for all Military Officers who are subject  
to the Civil Leave Rules is twice £1,000 a year and for the Military Officers  
subject to the Military Leave Rules including those of the Indian Army is  
twice £700 a year.

(G. I., F. D., No. 3195-P., dated 9th June 1906, with C. I. T.'s letter No. F. S.-378, dated  
6th October 1910. Dy. A. G. No. 1653.)

*"Assumed pay of officers on a time-scale rate of pay."*

**C. S. R. 754 (b) (ii).**      **904.** The assumed pay in foreign service of an officer on a time-scale  
rate of pay should be taken for the purposes of calculating contributions as  
that which he would have drawn from time to time had he remained in  
British service.

(G. I., F. D., No. 5223-E.O., dated 10th September 1908. Dy. G. I. No. 315.)

*"Fees" may be included in "assumed pay."*

**C. S. R. 754 (b) (ii).**      **905.** In the case of an officer transferred to foreign service who was, prior  
to his transfer, in receipt of fees or commission in addition to pay, if the fees,  
etc., are reckoned towards pension under Article 476 (c), Civil Service  
Regulations, they may be included in "assumed pay," the amount of fees,  
etc., being taken at the average earnings for the last six months previous  
to the date of transfer.

(G. I., F. D., No. 5275-P., dated 16th December 1896. Dy. G. I. No. 328.)

*"Substantive" pay to be taken as assumed pay.*

906. The assumed pay on which the contribution for leave allowances and pension is calculated is the pay of the officer's substantive, and not that of his sub. *pro tem.*, appointment.

C. S. R.  
755.

(G. I., F. D., No. 3623, dated 17th August 1897. Burma.)

*Pay in a provisional appointment due to a foreign service vacancy is substantive.*

907. For the purposes of this article an appointment made in a foreign service vacancy under Article 89 is a substantive appointment subject only to the right of another officer to return.

(G. I., F. D., No. 488-7-P., dated 3rd November 1897. Burma.)

*Assumed pay of Native Officers in the Commission of a Non-Regulation Province.*

908. When a Native Officer in the Commission of a Non-regulation Province is transferred to foreign service of the first kind, his assumed pay, for the purposes of Articles 754 and 755, should be calculated from the first day of April next following the date of his appointment as an Assistant Commissioner, and if the two-thirds rule was applicable while serving in the Commission, the rule should be applied to "assumed salary" so calculated.

(G. I., F. D., No. 2821-P., dated 12th July 1893. C. I. T.)

909. When privilege leave allowances are payable according to the rule of proportions, contributions should be recovered only on that portion of the leave allowance which is paid by the foreign employer in the case of officers in foreign service of the first kind who contribute for pension only.

C. S. R.  
755 (a) (ii).

(G. I., F. D., No. 7230-P., dated 30th November 1907. Dy. S. A. Pn. 919.)

910. The assumed pay in foreign service of an officer on a time-scale rate of pay should be taken for the purpose of calculating contributions as that which he would have drawn from time to time had he remained in British service.

C. S. R.  
755.

(G. I., F. D., No. 5223-E.O., dated 10th September 1908. Dy. G. I. No. 197.)

NOTE.—In foreign service of the first kind contributions are invariably payable on assumed pay. The orders conveyed in Government of India, Foreign Department, No. 7230-P., dated 30th November 1907 (Dy. No. S. A. Pn. 919) do not make any exception to this rule. They merely ruled that in the case of an officer on foreign service who takes privilege leave, contributions are to be recovered from the foreign employer only for that portion of the privilege leave earned by foreign service. Subject to this ruling, contribution in the case of an officer granted privilege leave while employed in foreign service should be recovered on his assumed pay as if he were on duty. (Article 781 of the Civil Service Regulations.)

(G. I., F. D., No. 121-P., dated 10th January 1910. Dy. Nc. G. I. 245.)

*Assumed pay of Provincial officers of the Public Works Department.*

911. The assumed pay for the purpose of calculating the contributions to be levied under Article 755 (a), Civil Service Regulations, in the case of Pro-

vincial Service Officers of the Public Works Department, who draw 3rds only of the Imperial rates of pay, will be 3rds of rates laid down in Article 754 of the Civil Service Regulations.

(G. I., P. W. D., letter No. 1952-G., dated 15th December 1899, copy received with G. I., P. D., No. 5865-P., dated 28th December 1899. Dy. G. I. 347.)

*Transfer to Foreign Service of the second kind from services under a Patwari Fund.*

912. The exception in the note to Article 755 (c), Civil Service Regulations, applies to foreign service of both the first and second kinds.

(G. I., F. D., No. 7493-P., dated 30th November 1901. Dy. G. I. No. 374.)

### Foreign Service out of India.

C. S. R.  
757 (a).

913. In the case of an officer on foreign service in this country deputed out of India, contribution should be levied under Article 757 (a) for pension only for the time during which he is employed out of India by his foreign employer.

(G. I., F. D., No. 5216-C. S. R., dated 14th October 1910. Dy. G. I. No. 187.)

### Foreign Service during Leave.

C. S. R.  
757.

914. The Government of India Resolution No. 2998-P., dated 16th May 1907, which prohibits an officer on leave from accepting employment of the kind for which the foreign service rules provide applies equally to officers on leave without pay.

(G. I., F. D., No. 6228-P., dated 6th November 1908. Dy. G. I. No. 420, Bdl. P.R-30 of 1908-09.)

C. S. R.  
757 A.

915. In no case may any officer, gazetted or non-gazetted, while on leave (whether with or without allowances), take service in a Native State, except with the consent of the authority whose sanction is required to the transfer of his services to foreign service under Article 753 or otherwise than under the conditions imposed by that Article.

(G. I., F. D., No. 2937-P., dated 30th May 1906. Dy. G. I. No. 56.)

*Under what conditions acceptance of employment is admissible.*

### *Medical officers lent for service in Hong-Kong.*

C. S. R.  
758.

916. Officers of the Indian Staff Corps and medical subordinates of the Indian Establishments lent for service with the Hong-Kong Regiment of Arabic Artillery will receive their furlough and leave allowances from Army Funds.

(G. I., M. D., No. 380-F., dated 26th January 1894. C. I. T.)

### Temporary Transfer.

*Government will entirely bear the leave and pension charges.*

917. When an officer is exempted from the payment of the usual contribution under Article 761 (a), Civil Service Regulations, the Government will bear the whole cost of his leave (long and short) and pension charges. C. S. R.  
761 (a).

(G. I., F. D., No. 3076, dated 11th June 1888. Burma.)

*This rule does not apply to Foreign Service of the second kind.*

918. The provisions of Article 761, Civil Service Regulations, exempting from payment of contribution temporary transfers to foreign service, are not applicable to foreign service of the second kind. The note, however, to that article authorizing Local Governments to delegate their powers to sanction transfers to temporary duty applies to transfers to foreign service of the second as well as of the first kind.

(G. I., F. D., No. 5330, dated 8th November 1890.)

919. The position of Article 761 (a) is intentional and Government of India will not extend the concession regarding temporary transfer to cases of foreign service of the second kind. Article 761 (b) is intended to apply only to the special cases explained in Article 761 (a) and its note, and not to foreign service of the second kind. C. S. R.  
761.

(G. I., F. D., No. 5330, dated 8th November 1908, to L. G. Madras.)

### Exemptions from Contribution.

*Contribution to be paid although officer has qualified for pension.*

920. So long as an officer remains in the service of Government and is employed in foreign service, the contribution which is due under the rules must continue to be paid, even though the officer has qualified by service for the full amount of pension to which he is entitled and his age exceeds 55 years. C. S. R.  
763.

(G. I., F. D., No. 680, dated 24th September 1903. Burma.)

921. Leave allowances of officers exempted from contributions under Article 763, Civil Service Regulations, should be charged wholly to Government and not according to the rule of proportions.

(Vide G. I., F. D., No. 191-C. S. R., dated 18th June 1912. Dy. G. I. 199.)

922. A Government Officer appointed as Chairman of the Board of Trustees for the improvement of Calcutta is exempted from payment of leave and pension contributions.

(G. I., F. D., 684-C. S. R., dated 31st January 1912. G. I. 576.)

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SECOND KINDS.**

*Medical officers do not include compounders and shop coolies.*

**C. S. R.  
763 (e).**

**923.** The term "Medical Officers" in Article 763 (e), Civil Service Regulations, does not include compounders and shop coolies.

(G. I., F. D., No. 3978, dated 11th June 1888. Dy. No. 10753. Allahabad.)

**C. S. R.  
763 (e).**

Sub-Assistant Surgeons are also not included in the term.

(G. I., F. D., No. 4818-P., dated 20th October 1899. Dy. No. 102.)

*Powers of the Local Government to remit or reduce contribution in the case of Assistant Surgeons employed under Local Fund, etc.*

**924.** The power conceded to the Local Government by virtue of which they are enabled to remit or reduce the full contributions leviable from Local Boards and Municipalities on account of the pay of Assistant Surgeons employed under them in charitable dispensaries has been extended to the case of pensionary contribution also in cases in which the Local Government is fully satisfied that the Local Boards and Municipalities are really unable to meet such charges.

(G. I., F. D., No. 877-P., dated 14th February 1901. Dy. G. I. 42.)

**Section II.—Conditions of Foreign Service of the second kind.**

*Extent of application.*

**C. S. R.  
764.**

**925.** This Article should be applied, as it stands in the Regulations, to all cases of transfers of officers to Foreign Service, but transfers which may have already been made in contravention of the terms of that article need not be interfered with.

(G. I. letter No. 3287, dated 27th June 1889, to A. G., Bombay. Allahabad.)

*Service in an estate restored to proprietor but still under the Court of Wards is foreign service of the second kind.*

**C. S. R.  
765.**

**926.** Service rendered in an estate after its restoration to the proprietor may continue to be treated as Foreign Service of the second kind so long as the funds of the estate are under the control of the Court of Wards.

(Procs. of the Court of Wards, No. 716, dated 6th May 1897. Madras.)

**927.** The service of all officers lent to the Courts of Wards Estates after the 1st February 1913 should be treated as Foreign Service of the second kind.

(G. I., F. Deptt. Order No. 630-C. S. R., dated 2-7-13. Dy. No. G. I. 211 in case 289 of 06-07.)

**Contribution required.**

*Contributions from officers not of clerical standing.*

**928.** Tehsildars, Hospital Assistants, Inspectors of Police and similar officers, though not gazetted officers in terms of Home Department Resolution No. <sup>35-Public</sup> 1701-1718, dated 8th November 1893, are not of clerical standing and should when on Foreign Service, pay contribution at the rate of one-fifth of actual, sanctioned salary under Clause (b) of Article 768, whether actually gazetted or not. C. S. R. 768.

(G. I., F. D., No. 2421-P., dated 21st May 1894. Dy. G. I. 329.)

*Inferior Servants.*

**929.** The contribution leviable in the case of inferior servants lent to Foreign Service of the second kind is one-sixteenth of the net salary. C. S. R. 768 (c).

(A. G.'s letter No. I. A., E., 341-C., dated 12th July 1895. Madras.)

**Section III.—Rules for payment of contributions.**

*Contribution to be paid by the officer himself.*

**930.** His Majesty's Secretary of State has recently drawn the attention of the Government of India to the frequent use in a correspondence, relating to an officer whose services were lent to a Native State, of erroneous expressions, implying that contributions towards pension and leave allowances are paid by a Native State or a body financially independent of the Government of India, and not by the officer, whose services are transferred to such a State or body under the rules contained in Chapter XL of the Civil Service Regulations. The officer himself is bound to pay the contribution, and the Governor-General in Council directs that this fact be borne in mind in all references to the contributions referred to. C. S. R. 770.

(G. I., F. D., No. 8404, dated 17th September 1884. Allahabad.)

**Date from and to which Contribution is payable.**

*Transit pay of the Deputy Chairman of the Corporation of Calcutta.*

**931.** The transit pay of an officer proceeding to take up the duties of the Deputy Chairman of the Corporation of Calcutta is to be met from Provincial Revenues. C. S. R. 774 (a).

(G. I., H. D., No. 141, dated 25th August 1908, with G. I., F. D., No. 5045-P., dated 31st August 1908. Dy. G. I. 301.)

*Foreign employers outside India to bear transit-pay on either side.*

**932.** In the case of foreign employers outside India the rule should in fairness be that the foreign employer pays from the date on which the officer C. S. R. 774 (b) (4).

gives up work under the Government of India till the date on which he resumes such work. This principle should be adhered to in future in realizing pay, travelling allowance and contribution towards pension and leave allowances.

(G. I., For., No. 82-E. B., dated 9th January 1900. C. I. T.)

*The rule applies to an officer taking leave some time after reversion from Foreign Service.*

**C. S. R. 774 (b), note.** **933.** The note under Article 774 (b) applies to an officer proceeding on privilege leave even when some time has elapsed since he left Foreign Service. The contribution is payable only on the share of the leave allowances which is chargeable to the foreign employer.

(G. I., For., No. 948-G., dated 11th June 1894, No. 3058-H., dated 18th June 1894. C.I.T.)

### Remittance required.

#### *Acceptance of Contributions in Arrear.*

**C. S. R. 776 and 802.** **934.** It occasionally happens, especially in the case of officers on low pay, that an officer is transferred from pensionable service to Foreign Service or service under a Local Fund, and the necessity for the payment of contribution is overlooked. Many years afterwards, when he is about to retire, it is found that his claims to pension have been forfeited by an omission of which both he and his superiors were unaware, and the Government are asked to accept arrear contributions on his behalf. It is at the same time represented, and correctly, that the case is one of considerable hardship, as the officer may have been transferred as a matter of routine posting, with no increase of pay or other advantage to himself. Again, officers of Government sometimes accept transfer to Foreign Service on a considerably enhanced salary and pay no contributions. The presumption is that they understood at the time that their service under the foreign employer would not count for pension, but accepted the position in view of the immediate increase of salary. At the end of their service, however, they ask to be permitted to revive their title to pension by the payment of contributions in arrear, or the offer to make such payment is made by the municipality or other body employing them, with the object of rewarding a long period of satisfactory service by the grant of pension.

**C. S. R. 776 and 802.**

In almost all such cases the Government of India find themselves compelled to refuse the concession asked for. Pension contributions are paid on principles of insurance and would at the present rates be quite insufficient to cover the cost of the pensions ultimately payable if they were not levied till it became certain in each case that a pension would actually fall to be paid—just as no insurance company would agree to a life policy being taken out after the subject of it had actually died. The Government in fact guarantee the payment of an annuity commencing from a certain age and subject to such conditions as continued service and good conduct up to

that age. It is a necessary condition of the acceptance by the Government of this liability that the monthly payments necessary to secure the annuity should be regularly made while the various risks involved, such as that of premature death, are still wholly contingent. Nor can the Government accept the view that the grant of pension in such a case is sufficiently justified by the fact of long and efficient service. It is an extremely rare proceeding to declare, as a reward of good service, that an officer's non-pensionable service should count for pension, and it does not seem advisable to permit that to be done in the case of Foreign Service and service under Local Board which is practically inadmissible in the service of Government.

It is important, therefore, that the exact terms on which an officer is transferred should be considered and explained to him at the time the transfer is made. If it is intended that the right to count service for pension should continue, the payment of contributions should commence forthwith, and the officer should be warned that if contributions are not paid at the time, arrear payments cannot subsequently be accepted, except to the limited extent allowed under Article 776. The latter article, it may be noted, applies only to the cases of Foreign Service of the first and second kinds.

(G. I., F. D., No. 1282-P., dated 20th March 1899. Dy. G. I. 429.)

#### Section IV.—General Conditions of Service.

##### As to Leave and Pension.

*"Leave allowance" of the officer to be calculated on "actual" salary.*

935. The leave allowances of an officer who contributes for pension only should be calculated upon the pay actually drawn by him in Foreign Service, and not upon "assumed pay;" but the share payable by Government should be calculated according to the rule of proportions and be based on the assumed pay.

**C. S. R.  
779 and  
780.**

(G. I., F. D., No. 231-P., dated 24th January 1903.)

*Aggregate salary and Government's share of privilege leave allowance to be calculated on assumed (and not actual) pay in the case of Foreign Service, first kind.*

936. The method of determining the share of the privilege leave allowances payable by Government in the case of an officer in Foreign Service, whose absentee allowances are calculated according to the rule of proportions, is as follows:—In calculating the aggregate salary for the period of Foreign Service the officer's assumed pay under Article 754 (a) should be taken into account, and not his actual pay: and the share of the privilege leave allowances chargeable to Government should also be calculated on the officer's "assumed pay." The balance of the officer's leave allowances, that is, the amount necessary to make up the actual net salary received by him should be borne by the foreign employer with whom, under the rules, it rests to grant

**C. S. R.  
779 (a).**



the leave. These orders have reference to officers in Foreign Service of the first kind.

(G. I., F. D., No. 996-P., dated 23rd February 1894. Dy. G. I. No. 367.)

937. In the case of Dewan Tekchand, I.C.S., of the Punjab Establishment, whose services were placed at the disposal of the Government of India in the Foreign Department for transfer to the Baroda Darbar and who took privilege leave for one month combined with examination leave for two months under Article 280 (b), Civil Service Regulations, while in Foreign employ, the Government of India decided that—

- (1) the order of the Government of the Punjab was sufficient for the grant of the leave ;
- (2) as the term "absentee allowance" referred to in Article 779 (a), Civil Service Regulations, includes all kinds of leave allowances except privilege leave allowances, it includes examination leave allowances ;
- (3) while on examination leave the officer should draw the amount which would be admissible if his salary were actually payable at the assumed rate *plus* one twenty-fourth thereof under Note 1 to Article 779, Civil Service Regulations, the whole amount being borne by the British Government ;
- (4) since examination leave allowances are payable by Government the leave and pensionary contributions are not recoverable for the period of examination leave.

(G. I., F. D., No. 2083-C. S. R., dated 31st March 1911. Dy. G. I. 12.)

*Leave allowances of the Deputy Chairman, Calcutta Corporation.*

938. The Corporation is not liable to pay any portion of the allowance of the Deputy Chairman for any period of his leave except for that granted by the Corporation under section 35, clause (1) of Act III of 1899 (B. C.).

(*Vide* the Advocate General's opinion accepted in G. I., H. D., No. 28, dated 1st February 1907, and received with B. G., M. D., No. 301-M., dated 18th February 1907. Dy. G. B. 5163.)

- (i) The term "absentee allowances" referred to in Article 779 (a), Civil Service Regulations, includes all kinds of leave allowances, excepting privilege leave allowances. It thus includes "Examination leave allowances."
- (ii) While on examination leave the officer should draw the amount which would be admissible if his salary were actually payable at the assumed rate, *plus* 1-24th thereof under Note I, Article 779, Civil Service Regulations, the whole amount being borne by the British Government.
- (iii) Since examination leave allowances are payable by Government the leave and pensionary contribution are not recoverable for the period of examination leave.

(G. I., F. D., 2083-C. S. R., dated 31st March 1911. Dy. G. I. 10.)

939. The leave allowances of officers who are not members of any of the special services are calculated on the actual salary drawn by them in Foreign Service and are therefore, as a rule, in excess of the allowances to which they would be entitled in British Service. The words "calculated on assumed pay" in Article 779 (b) have been ruled to apply to the share of allowances debitable to British India Revenues, the balance being payable by the foreign employer. C. S. R. 779 (b).

(G. I., F. D., 5962-P., dated 30th September 1903. Dy. G. I. 89.)

940. It is not intended, in the case of an officer in Foreign Service of the first kind who contributes at the rate of  $\frac{1}{4}$ th of assumed pay for pension only, that contribution should be recovered on the share of the absentee allowance payable by a foreign body for the period of leave with allowances which qualifies for pension under Article 408.

(G. I., F. D., 704-P., dated 4th February 1908. Dy. S. A. Pn. 1146.)

941. The share of leave allowances payable by the Government under Article 779 (b) on account of an officer in Foreign Service is not affected by the amount of the salary actually drawn by the officer while in Foreign Service. The calculation is to be based on the assumed pay.

(G. I., F. D., No. 2442-P., dated 30th May 1899. C. I. T.)

*Assumed pay how regulated.*

942. As laid down in Article 754 to which reference is made in Article 779 (a), an officer's salary for the purpose of calculating his leave allowances should be assumed to be salary increasing with the length of service in the manner prescribed in Article 754(a) up to a limit of Rs. 2,500 in the case of a member of the Indian Civil Service and of twice the maximum furlough allowance admissible under the ordinary rules in the case of an officer of the other special services. C. S. R. 779 (a).

(G. I., F. D., No. 3032-P., dated 4th July 1899. C. I. T.)

*Absentee allowance of the Chairman, Calcutta Municipality, calculated on actual pay.*

943. The absentee allowance of the Chairman, Calcutta Municipality, should be calculated on the actual pay he receives from the Municipality, and not on his assumed pay.

(G. I., F. D., No. 1121-P., dated 18th March 1903. Dy. G. I. 381.)

*Rule of proportion applied to Privilege Leave Allowances and account is taken of the 33 months immediately preceding.*

944. The privilege leave allowances drawn by an officer transferred to Foreign Service should be debited to the foreign body and the Government according to the rule of proportion, and account should be taken of the 33 months immediately preceding the leave. C. S. R. 779 and 780.

(G. I., F. D., No. 1941-P., dated 6th May 1895. Dy. G. I. 60.)

*Subscriptions to Provident Fund calculated on assumed pay.*

**945.** Subscribers to the Police Officers' Provident Fund and other Provident Funds who are in Foreign Service should subscribe on their assumed pay. This order has no retrospective effect.

(G. I., F. D., No. 1986-P., dated 25th April 1900. Dy. G. I. 34; and G. I. No. 4268-P., dated 24th August 1900. Dy. G. I. 193.)

*Contribution how calculated during privilege leave.*

**C. S. B.** **946.** During privilege leave contribution should be recovered only on that  
**780.** portion of the leave allowance which is payable by the foreign body, Articles 779 (a) and 780 being identical in principle.

(G. I., P. W. D., No. 672-E., dated 3rd June 1907, to the Chief Commissioner, C. P., received with G. I., F. D., No. 3802-P., dated 19th June 1907. Dy. G. I. 185.)

*Contribution recoverable during privilege leave from Officers in Foreign Service of the first kind who contribute for pension only.*

**C. S. R.** **947.** An officer on Foreign Service who contributes for pension only must,  
**781.** during privilege leave, pay his contributions on his assumed pay, as if he were on duty, but only for that portion of his leave which was earned by his foreign service.

(G. I., F. D., No. 121-P., dated 10th January 1910. Dy. G. I. 486-A—Case No. 16 of 1907-1908.)

**Lien on Government Appointment.**

*Reversion on leave.*

**C. S. R.** **948.** An officer on Foreign Service who takes long leave shall revert to  
**786.** British Service if on the expiry of the leave he is returning to British Service, but not if he is to return to his appointment in Foreign Service. Sub. *pro tem.* and provisional substantive appointments made under Article 786, Civil Service Regulations, in the place of an officer on Foreign Service will cease with the officers' departure on leave only in cases of the former class.

(G. I., F. D., No. 2639-P., dated 2nd May 1904. Dy. G. I. 49.)

**949.** An officer who takes leave from Foreign Service should be held for purposes of pay and promotion not to revert to British Service unless and until he actually rejoins his appointment in the British Service.

(G. I., F. D., No. 4994-P., dated 14th August 1907. Dy. G. I. 318, G. I., F. D., No. 4758-P., dated 14th August 1908. Dy. G. I. 282)

*Acceptance of employment during leave.*

**C. S. B.** **950.** No gazetted officer, who is in receipt of furlough or leave allowances,  
**786-88.** may, without the special orders of the Government of India, take service under any other employer in India, and no such officer, whose services have

been lent to any other employer in India, can take leave or obtain leave allowances from the Government of India, unless he actually quits his employment for the period of such leave. In the case of a non-gazetted officer, the previous consent of his departmental superior is sufficient authority for the taking of leave with the object of obtaining such employment, provided it is not under a Native State, and for the acceptance of such employment during leave.

But in no case may any officer, gazetted or non-gazetted, while on leave (whether with or without allowances) take service in a Native State, except with the consent of the authority whose sanction is required to the transfer of his services to Foreign Service under Article 753, Civil Service Regulations, or otherwise than under the conditions imposed by that Article.

(G. I., F. D., Resolution No. 2937-P., dated 30th May 1906. Dy. G. I. 120.)

951. The above orders refer to the acceptance of employment of a private or casual nature and do not apply to the acceptance by officers while on leave of employment of the kind for which the Foreign Service rules in Part VII of the Civil Service Regulations provide. An officer, who during leave takes up an appointment which is such as should for public reasons and not merely in his own interests be filled by a servant of Government, must be transferred thereto in the regular way by the authority empowered to authorise his transfer under the rules regulating transfers to Foreign Service. From the date on which he takes up the appointment, he ceases to be on leave and is no longer entitled to draw leave allowances from Government and becomes an officer in active service drawing from his employer pay fixed in accordance with rule.

C. S. R.  
786-88.

(G. I., F. D., 2998-P., dated 16th May 1907. Dy. G. I. 104.)

*Note.*—An officer in Foreign Service does not revert for the purposes of leave allowances and temporary promotion to British Service unless and until he actually rejoins his appointment in British Service. The reason for the ruling is that the question whether or not an officer on Foreign Service will return to such service on the termination of his leave is often quite unsettled when he goes on leave.

C. S. R.  
787.

(G. I., F. D., No. 1103-P., dated 4th March 1910. Dy. G. I. 303.)

*Licensed Pilots may accept employment while on leave.*

952. Licensed Pilots may be allowed to take employment as commanders of steam tugs while on leave as they are not Government servants and receive no allowance from Government when not engaged in piloting. Members of the Bengal Pilot Service on the other hand are Government servants and cannot, therefore, be allowed to take private employment while on leave.

(G. I., F. D., No. 256, dated 18th July 1884.)

953. An officer of the Punjab Establishment, whose services were placed at the disposal of the Foreign Department of Government of India for employment in a Native State, having been granted leave by the Punjab Government, the Government of India held that the sanction of that Government was sufficient.

(G. I., F. D. 2083-C. S. R., dated 31st March 1911. Dy. G. I. 10.)

## Chapter XLI.—Foreign Service of the third kind.

### Contributions Required.

#### *Transit pay.*

**C. S. R. 794.** 954. The principle which should be followed in determining the incidence of transit pay is that contained in Article 774 (a) and (b) (i) of the Civil Service Regulations.

(No. 5990-P., dated 26th October 1905. Dy. G. I. 360.)

*No contribution in the case of temporary establishment transferred not from Government Service.*

**C. S. R. 795 (2).** 955. Recoveries of pensionary contribution referred to in clause (2), Article 795, Civil Service Regulations, should not be effected in the case of temporary establishment in Foreign Service of the third kind, the members of which have not been transferred from the Government Service. In cases in which temporary service eventually becomes permanent under Article 370, Civil Service Regulations, the pensionary contribution should be recovered in arrear under proper authority.

(G. I., F. D., No. 1381-P., dated 17th March 1900. Allahabad.)

*The Calcutta Municipality not liable for payment of contribution on account of Municipal Magistrate.*

**C. S. R. 795.** 956. The Calcutta Corporation are exempted from the payment of the contribution towards the leave and pension allowances of the Municipal Magistrate of Calcutta.

(G. I., F. D., No. 5336-P., dated 17th September 1908. Dy. G. I. 328.)

957. The Port Commissioners of Chittagong and the Chittagong Pilotage Fund are exempted from contributing towards the pension charges of the Port Police establishment employed at the Chittagong Port. Recoveries from the Port and Pilotage Funds of Chittagong on account of leave allowance should be made at the rate of one twenty-fourth of the sanctioned pay of the Port Police.

(G. I., H. D., 1290, dated 23rd October 1908, with F. D. 6507-P., dated 6th November 1908. Dy. G. I. 277.)

## Chapter XLII.—Service under Local Funds.

### Section I.—Pensions.

**C. S. R. 797—798.** 958. The rules framed by the Municipal Commissioner of Bogra on the model of the pension and gratuity rules circulated with Bengal Government

Circular No. 16 L. S. G., dated 19th March 1903, for granting pensions and gratuities to inferior servants in their employ have been approved by the Local Government.

(L. G., 7653-M., dated 19th October 1909. Dy. L. G. 1823.)

959. Rules regulating the pensions of persons employed under District Boards in Eastern Bengal, which were published with Bengal Government Circular No. L-2 R-13,52 L.-S. G., dated 25th July 1890, have been revised and brought into line with Civil Service Regulations and the Local Government has recommended their adoption in the District Boards in Eastern Bengal. C. S. R.  
797-798.

(L. G. Cir. I. F., dated 7th January 1907. Dy. L. G. 2940.)

*Excluded Local Fund Service.*

960. The Rule of Proportions in Article 799 cannot be applied generally in granting pensions for service paid partly from General Revenues and from Excluded Local Funds. The special sanction of the Government of India is necessary to its application in any case. C. S. R.  
799-800.

(G. I., F. D., No. 463-P., dated 19th July 1895. C. I. T.)

*Zemindari Dâk and Imperial Fund Service.*

961. The pension of an employé paid from the Zemindari Dâk and Imperial Funds will be calculated according to the Rule of Proportion.

(G. I., F. D., No. 1843-P., dated 20th April 1895. Dy. G. I. 32.)

*Pensions of P. W. D. Officers lent to District Boards.*

962. Pensions of officers of the Public Works Department lent to District Boards in Bengal will be regulated by the rules issued by the Government of Bengal, with the sanction of the Government of India, regarding the pensionary position of Government servants employed by the District Boards. When no contribution for pension has been levied, the pension will be charged according to the Rule of Proportion under Article 799 of the Civil Service Regulations.

(G. I., F. D., No. 327-P., dated 9th August 1892. Dy. G. I. 144.)

*No pension to Cantonment Fund employés.*

963. The grant of pension or gratuity to Cantonment Fund employés is not permissible under the Cantonment Fund Rules.

(G. I., F. D., No. 3260-A., dated 26th July 1897, received with C. G.'s No. 852-240, dated 30th July 1897.)

*Standing orders for the payment of pension from Excluded Local Fund prohibited.*

964. Article 800 absolutely prohibits the issue of standing orders on Government Treasuries for payment of pensions from Excluded Local Funds. C. S. R.  
800.

(C. G.'s No. 80, dated 5th April 1897. C. I. T.)

O. S. R.  
801.

965. Article 800, Civil Service Regulations, does not prohibit the grant and payment of pensions in conformity with the general terms of the pension rules by the administrator of the fund concerned, but it does not sanction pensions when their grant is inadmissible under the rules of the Fund concerned. This Article merely implies that such grants are governed by the rules of the Fund concerned and, though such grants are not permissible under the Cantonment Fund Rules, they may be so under the rules of *other* Excluded Local Funds as in those cases Article 800 would be applicable. But so far as the grant of pensions from Cantonment Funds is concerned, Article 800 does not apply.

(G. I., Army Department, order No. 1854-C., dated 8th September 1909, with G. B. F. D., No. 1222-T. F., dated 28th September 1909. Dy. G. B. 2934.)

966. The Government of India is of opinion that whenever any Act containing provisions for granting pensions to officers under a Municipality or a local body next comes under amendment the opportunity should be taken to consider whether it gives power to the Municipality or local body concerned to undertake a liability for a proportional pension, and, if not, how this power can best be given. The Government of India has also impressed upon the Local Governments and Administrations that in the very rare cases in which it is considered desirable to transfer an officer already earning pension under a Municipality or a Local body to service under Government, care should be taken beforehand to settle the liability for his pension with reference to the law under which he is earning his pension and to the statutory power of his employé.

(G. I., H. D., No. 4074-419, dated 30th March 1893, with C. C. 54-L. 1, 361-019, dated 13th March 1893. Dy. C. C. 56.)

967. The Secretary of State in his Despatch No. 118-Financial, dated the 27th July 1893, to the Government of India, says that owing to the difficulty of equitably apportioning the charges that may arise in such cases, transfer of this kind should, as far as possible, be avoided.

(C. C. 141-L. & 11, 7080-7782, dated 20th September 1893. Dy. 482.)

968. The rule of proportion is applied only in cases where officers are transferred in the interest of the service from Government employment to service under Excluded Local Funds and *vice versa*; where an officer is not transferred but resigns the one service to take up the other, the rule of proportion should not be applied, but separate pension given for the different services.

(G. I., F. D., No. 2753-P., dated 6th June 1900. Dy. G. I. 19.)

### Pensions from the General Revenues.

*Arrear contribution cannot be accepted.*

C. S. R.  
802.

969. A Local Government is not competent to sanction the acceptance of arrear contributions for pension from Local Fund employés in order to enable

their past service to qualify for pension from the General Revenues with reference to Article 802.

(G. I., F. D., 2542-P., dated 7th June 1897 ; 3828-P., dated 21st August 1897. C. I. T.)

*Contribution in the case of Progressive Appointments.*

**970.** In calculating contribution for pension under this article in the case of a progressive appointment, the value of the appointment as fixed under Article 150 should be taken into account.

(Accountant-General's Orders. Madras.)

*Rule of Proportion to be applied when transferred to Excluded Local Fund in the interests of the service.*

**971.** The Rule of Proportion is applied only in cases where officers are transferred in the interests of the service from Government employment to service under Excluded Local Funds and *vice versa*; where an officer is not transferred but resigns the one service to take up the other, the Rule of Proportion should not be applied, but separate pension given for the different service.

C. S. R.  
803.

(G. I., F. D., No. 2753-P., dated 8th July 1900. C. I. T.)

**972.** In the case of an officer permanently transferred from qualifying service under Government to service under District Board, the recovery of pensionary contribution may be made at  $\frac{1}{4}$ th of the sanctioned salary of his appointment under Article 802. If, however, he is temporarily transferred to service under a District Board the kind of Foreign Service under which his case falls is determined with reference to Article 803.

C. S. R.  
802—803.

(A. G. B.'s P. R. 84, dated 18th April 1906. Dy. A. G. 211.)

*A Local Fund cannot contribute for Individual Employés.*

**973.** There is no authority for receiving pensionary contributions, arrear or otherwise, from a local body for individual employés selected from among its establishment. The rule in Article 802 authorizes the Local Government to permit the Administrators of a Local Fund to contribute for pensions from the General Revenues, for the whole of its permanent employés or for any specified classes of them. It is intended that the contributions should be calculated upon the total of the sanctioned salaries of the appointments in respect of which they are paid, without reference to the question whether the particular individuals who at any time hold the appointments are rendering qualifying service or not. The effect of a transfer to service under a Local Fund in the case of any particular individual is, therefore, that his service under the Local Fund will qualify for a pension from General Revenues if the appointment to which he is transferred is one of a class for which contributions are paid, whether his previous service under Government was qualifying or not, but it will not qualify if the appointment does not belong to such a class.

(G. I., Fin. & Comce., No. 1282-P., dated 20th March 1899. Dy. G. I. 249.)

**974.** When a Government officer is compulsorily transferred to an appointment paid by a Local Fund and is subsequently dismissed therefrom, he has no

C. S. R.  
803.



claim to a pension or gratuity; but if the Local Government consider that he is deserving of a compassionate allowance, it may award a pension not exceeding that which could have been granted as a compensation pension on the termination of the officer's service under Government.

(G. I., F. D., No. 819-F., dated 19th February 1896. Dy. 115.)

*These rules apply to officers transferred to the establishment mentioned in Article 801.*

975. The services of an officer transferred from qualifying service under Government to one of the establishments mentioned in Article 801, Civil Service Regulations, are, under Article 803, Civil Service Regulations, subject to the same limitations and conditions as are applicable to Foreign Service notwithstanding the fact that his service under the Local Fund qualifies for pension according to the Rule of Proportion under Article 801, Civil Service Regulations.

(G. I., H. D., No. 1287-P., dated 7th November 1903. G. I. 347.)

**C. S. R. 804.** 976. Sub-Inspectors of Schools in Bengal who were transferred from the service of Government to that of District Boards on the introduction of the Self-Government Act were exempted from the payment of contributions towards pension with effect from 12th August 1892.

(G. I., H. D., No. 253, dated 12th August 1892, with A. G. B's S. R. No. 1881 and P. R. 147, dated 26th January 1906 and 26th April 1906. Dy. A. G. 1157 and A. G. 293.)

*Officer compulsorily transferred to Local Fund and then dismissed therefrom may be granted pension.*

**C. S. R. 806.** 976 A. When a Government officer is compulsorily transferred to an appointment paid by a Local Fund, and is subsequently dismissed therefrom, he has no claim to a pension or gratuity; but if the Local Government consider that he is deserving of a compassionate allowance, it may award a pension not exceeding that which could have been granted as a compensation pension on the termination of the officer's service under Government.

(G. I., F. D., No. 819-P., dated 19th February 1903. Burma.)

### Post Office Annuities.

*Local Fund may pay the capitalized value of its share of pension.*

**C. S. R. 807.** 977. When a pension is payable partly by Government and partly by a Local Fund, the Local Fund concerned may be permitted to pay the capitalized value (calculated according to Table A in Appendix No. 10 of the Civil Service Regulations) of its share of the pension into the Government Treasury instead of purchasing an annuity through the Post Office.

(G. I., F. D., No. 5729-P., dated 25th September 1903. Dy. G. I. 274.)

Section II.—Leave, Acting and Travelling Allowance Rules.

*Municipal employés not subject to acting allowance rules.*

878. Municipal employés are not subject to the rules of the Civil Service Regulations regulating acting allowance. C. S. R.  
811.

(G. I., F. D., No 2202-P., dated 15th April 1904. Dy. G. I. 19.)

979. The Board of Revenue may exercise power under Article 811 of the Civil Service Regulations in respect of officers whose pay does not exceed R100 per mensem to grant leave or allowances during leave or acting allowances exceeding that admissible under the rules which apply to an officer paid from General Revenues.

(Government of India in the Department of Revenue and Agriculture letter No 1325-410-2, dated 16th December 1910, forwarded with G. of I., F. D., endorsement No. 3936-F.-4192, Dy. G I. dated 22nd December 1910 )



## PART VIII.—RECORD OF SERVICE.

## Chapter XLIII.—Record of Service.

## Section I.—Gazetted Officers.

*Military officers.*

980. The records of pension service of all Military Officers in permanent political or other Civil employ will be maintained by Controller of Military Accounts of the Circle in which such officers may be serving, but the records of pension service of Military Officers whose pay is under the audit of the Comptroller, India Treasuries, will be maintained by the Controller of Military Accounts, Eastern Circle.

C. S. R.  
815.

(G. I. Mily. Notification 134, dated 8th February 1895, as amended by G. I. Mily. Notification 1245, dated 6th December 1895. Dy. M. D. 416, dated 30th August 1911.)

981. The records of service for furlough and pension of non-continuous service officers of Royal Engineers who have completed 5 years' Indian service, and who have not given notice of their intention to revert to the Home establishment, shall be prepared and maintained as follows :—

C. S. R.  
815.

- (a) For officers employed in the Military Works Service,—By the Examiner of Accounts, Military Works Service.
- (b) For officers employed otherwise than in the Military Works Services,—By the Controller of Military Accounts or Deputy Controller of Military Accounts in independent charge in whose Circle or Division the officer is employed.

(G. I., Army Dept., No. 2408-B., dated 4th October 1910, received with G. I., F. D., No. 5432-F. E., dated 19th October 1910. Dy. G. I. 328.)

## Section II.—Non-Gazetted Officers.

## Service Books and Service Rolls.

*Date of Commencement of Service; Periods of Transit.*

982. The date of commencement of service in any appointment will be the date from which an officer draws the pay of an appointment, and the date of termination, the date up to which he drew such pay. Periods occupied in transit

C. S. R.  
879, 2nd  
edition.

from one appointment to another will be reckoned as service in the appointment, the pay of which the officer is allowed during transit.

(Madras.)

C. S. R.  
822(a).

983. The service books of officers on Foreign Service should remain in the custody of the Head of the office or department in the British Service.

(Central Provinces.)

PART IX.—PROCEDURE RELATING TO LEAVE.

Chapter XLIV.—Applications for and Grant of Leave.

Section I.—Applications.

To whom submitted.

984. All applications for leave should be forwarded to Government in the prescribed form through the Accountant-General. C. S. R.  
825.

(E. B. and A. Cir. 7-A., dated 5th Feb. 1910. Dy. L. G. 2738.)

*Veterinary Officers.*

985. All applications for leave other than casual leave by officers of the Civil Veterinary Department should be forwarded by the Local Government through the Inspector General, Civil Veterinary Department, to the Government of India for orders.

(G. I., F. D., No. 4103-P., dated 30th August 1895. Dy. G. I. 226.)

Privilege Leave.

*Privilege leave inadmissible to an officer who is to retire within three months of the date of return.*

986. The rule under this article applies to cases where an officer rejoins with the intention of *retiring* also. C. S. R.  
826.

(Madras.)

987. Privilege leave cannot be granted to an officer who, it is known, will retire from the service before the lapse of three months from the date of his return from such leave. Privilege leave is not a reward for past services, but a vacation to enable an officer to perform future services.

(A. G.'s order, dated 10th December 1885. Allahabad.)

988. The authority granting leave under Articles 801(b) and 345 may relax the condition that three months' service on return from privilege leave should be put in before retirement in the same manner as in case of such leave granted under ordinary conditions, that is, if it is satisfied that there has not been any deliberate or intentional evasion of the rules.

(G. I., F. D., 2462-P., dated 9th May 1908. Dy. G. I. 72.)

**989.** The privilege leave portion of combined leave counts in the three months referred to in Article 826 of the Civil Service Regulations.

(A. G.'s decision, dated 16th August 1910.)

*The unexpired period of the leave of a recalled officer is subject to this Article.*

**990.** The utmost which an officer recalled from privilege leave can claim is to be placed in the same position as he was when he was recalled. At that time the whole of his privilege leave was subject to the requirements of Article 826 and consequently the unexpired portion of it must be held to be similarly qualified.

(G. I., F. D., endorsement No. 5131-P., dated 10th September 1906. Dy. G. I. 321.)

### Medical Certificates—Gazetted Officers.

#### *Contents.*

**C. S. R. 828.** **991.** The medical certificate should be the same as that required by the Civil Service Regulations to entitle an officer to leave on medical certificate and should recommend leave out of India.

(G. I., F. D., No. 2361-P., dated 10th June 1893. C. I. T.)

### Medical Certificates—Non-Gazetted Officers.

**C. S. R. 833.** **992.** The Head of the office may at his discretion accept a certificate from the applicant's medical attendant without countersignature when the medical attendant is either —

- (1) the holder of a medical degree granted by a recognised European University or College,
- (2) the holder of the degree of M. B. of an Indian University, or
- (3) a pensioned officer of Government who, before retirement, held the appointment of a Civil Surgeon.

(L. G. Nos. 4721-4—4753-G., dated 22nd July 1910. Dy. L. G. 1125, E. B. and A.)

**C. S. R. 835.** **993.** The period of six months mentioned in Article 835, Civil Service Regulations, refers to the whole amount of the leave irrespective of the kinds of leave which it consists of.

(A. G.'s decision, dated 31st March 1911.)

## Section II.—Grant of Leave.

### *Authority competent to sanction leave of Rural Sub-Registrars.*

**C. S. R. 841.** **994.** When the leave asked for by a Rural Sub-Registrar does not exceed a month, the Registrar is competent to grant the application and appoint a Sub-

**Registrar.** All leave exceeding one month and every extension of leave which prolongs the period of absence beyond one month must receive the previous sanction of the Inspector General of Registration.

All leave granted to Rural Sub-Registrars shall be at once reported to the Inspector General and included by him in the monthly report submitted to Government under rules 4 and 7 of the Rules under the Indian Registration Act, III of 1877.

(Section 12 of I. R. A. of 1877.)

### Agricultural and Veterinary Departments.

**995.** The Director of Agriculture is authorized to grant privilege leave up to three months to all gazetted officers of the Agricultural (including Fisheries) and Veterinary Departments (other than officers belonging to the Indian Civil Service or the Provincial and Subordinate Executive Service) provided he can make necessary arrangements for carrying on the absentee's duties and provided that no enhancement of pay of the officer deputed to carry on such duties is involved, and that no outside officer is required to act for the absentee. The order notifying the leave will appear in his name in the Calcutta Gazette.

C. S. R.  
841 (c).

(G. B., R. D., No. 1433, dated 27th March 1911. G. B. 6872.)

### *Delegation of powers regarding Leave and Transfer.*

**996.** The Local Government can delegate its powers of granting leave generally, under Article 811 of the Civil Service Regulations, to any officer who, in its opinion, can judge of the expediency of granting the leave, and can make the necessary arrangements during such leave, subject to the conditions that the officer granting the leave (a) obtains from the Account Officer the required certificate of title to the leave, and (b) communicates his orders to the Account Officer by insertion in the Gazette or otherwise.

Orders relating to the postings, transfers, etc., of officers might similarly be made by any officer whom the Local Government considers suitable, subject to the conditions above stated.

(G. I., H. D., No. 441, dated 17th June 1895. Dy. G. I. 157.)

**997. (1)** The Local Government has delegated to the Board of Revenue, under Article 841 (c), the power to grant privilege leave to officers of the Provincial Survey service in all cases in which the Board can make the necessary arrangements for carrying on the absentee's duties during leave.

**(2)** In the case of the Subordinate Service the Director of Surveys is authorized to dispose of all applications for privilege leave, provided in all cases in which the grant of leave involves re-arrangements for the conduct of work which are not within the Director's competence the Board must be consulted before leave is granted.

C. S. R.  
841 (c).

(J. G. & A. Rev. No. 98-I. R., dated 25th April 1910, with Board's memorandum 86-7-S. and S. T., dated 13th May 1910. Dy. B. R. 59 and Dy. L. G. 401, E. B. and A.)



## 220 APPLICATIONS FOR AND GRANT OF LEAVE. [CHAP. XLIV.]

*Commissioners may grant privilege leave to Income-tax Assessors.*

C. S. R.  
841.

998. Divisional Commissioners are authorized to grant privilege leave to Income-Tax Assessors provided that local arrangements can be made for carrying on the absentees' duties during the leave.

(B. G. No. 404-S. R., dated 18th January 1905. Dy. G. B. 4979.)

### Section IV.—Rules regarding Military Officers.

*Information to be supplied also when leave is sanctioned by the Government of India.*

C. S. R.  
855 (a).

999. The information regarding the grant of furlough or leave to a Military Officer in Civil employ should be given to the Controller of Military Accounts also in case of furlough or leave granted by the Government of India, and in giving the information it should be stated whether the officer has proceeded to Europe or to a Colony.

(C. M. A.'s No. 1348, dated 21st June 1897. Burma.)

*Plague duty of officers subsequently admitted to the Indian Medical Service should be reckoned as service for pension.*

C. S. R.  
855 (b).

1000. The period of plague duty reckons as service for pension in the case of doctors who were appointed from plague service to the Indian Medical Service and should be entered in the records of their service and taken into consideration in calculating the rate of leave pay depending thereon.

(S. of S.'s Despatch No. 59, dated 14th May 1909, with G. I. F. D., No. 3335-P., dated 2nd July 1909. Dy. G. I. 155 and S. of S.'s No. 71, dated 5th June 1908, with Dy. G. I. 193, dated 27th June 1908.)

*Grant of leave to Military Officers temporarily in Civil employ.*

C. S. R.  
858.

1001. (a) In the case of a Military Officer who is lent to a Civil Department for the performance of a specific duty, his term of service under the Civil authorities terminates on the completion of such duty, and any leave for which he may then apply will be granted by the Military authorities with reference to his status as a Military Officer.

(b) In the case of a Military Officer who is lent to a Civil Department for a fixed period, and who is desirous of taking leave prior to the termination of that period, leave will be granted, within the period for which his services have been lent to the Civil Department, with reference to the applicant's status as a Civil Officer, even though he does not return to his Civil appointment on the expiry of his leave.

(c) In the case of a Military Officer lent to a Civil Department for a fixed period who applies before the expiry of the term of his civil employment for leave which will extend beyond the period of such term, the whole period of leave will be granted by the Civil authorities after consultation with the Military authorities, the portion antecedent to the expiry of the term of Civil employ being granted with reference to the officer's status as a temporary

Civil Officer, and the balance with reference to his status as a Military Officer. In such cases the officer's service under the Civil Department will be held to terminate not at the commencement of his leave but on the completion of the period for which his services were originally lent to the Civil Department.

(G. I., H. D., No. 102-119, dated 24th January 1907; received with G. I., F. D., No. 1229-P., dated 27th February 1907. Dy. G. I. 605.)

*Military furlough certificate not required when leave is granted under Article 704 of the Army Regulations.*

1002. The furlough certificate referred to in Article 860, Civil Service Regulations, is not required in the case of a Military Officer granted leave under Article 704 of the Army Regulations of 1893. The particulars regarding furlough at his credit, necessary for the preparation of his last-pay certificate, should be obtained from Articles 252 and 704, A. R., I., 1893, Vol. I, Part I, and from the Statement of Furlough and Leave which will be furnished by the Controller of Military Accounts.

C. S. R.  
860.

(G. I., M. D., No. 476-A., dated 2nd May 1894. Burma.)

*Military Furlough Certificates not intended for officers subject to Staff Corps Leave Rules.*

1003. The certificates referred to in Article 860 of the Civil Service Regulations are intended for officers subject to the Regulations of 1868 and 1875, and it is not usual for the Military Department to issue any furlough certificate in the case of an officer subject to the leave rules for the Staff Corps.

C. S. R.  
860.

The information required by Civil Account Officers may be obtained from Article 746 of the Army Regulations, India, Volume I, Part I, 1898.

(G. I., M. D., Office Memo. No. 36-A., dated the 6th January 1891. Allahabad.)

*Leave of Honorary Commissioned and Warrant Officers.*

1004. The Controller of Military Accounts will not be required to report on applications for furlough or leave from Honorary Commissioned and Warrant Officers except in cases of furlough under the Rules of 1868 or 1875, when the particulars necessary to determine their title to furlough and the rule or rules under which it should be granted may be obtained from the records of service attached to the applications. No record of service, such as that maintained for Commissioned Officers, is required in these cases.

(G. I., M. D., Notification No. 134, dated 8th February 1895. Burma.)

1005. Reports on the title to leave other than privilege leave of Honorary Commissioned and Warrant Officers who are in Civil employ and are subject to the Military Leave Rules of 1889 should be made by the Accountant General concerned.

(G. I., F. D., No. 5632-P., dated 4th December 1895. Burma.)

**Commissioned Medical Officers.**

*Procedure re the submission of application for leave.*

**C. S. R.  
861 (b).**

**1006.** The following are the directions for regulating the submission of applications for leave of any kind except leave on medical certificate and privilege leave in cases falling under Article 861 (b) :—

The officer requiring leave should supply to the Civil Account Officer who audits his salary for the certificate that he is eligible for the leave applied for.

If the Civil Account Officer has not in the records of his office all the information required to enable him to furnish the certificate, he must apply for that information to the Account Officer in charge of the officer's record of pension service, who will, in general, be the Controller of Military Accounts of the Command to which the officer belongs.

On receiving the certificate from the Civil Account Officer the officer requiring leave should forward it, as directed in Article 861 (b), through the Administrative Medical Officer and the Local Government to the Department of the Government of India concerned.

(G. I., F. D., No. 2588-P., dated 8th June 1898 ; G. B. No. 761, dated 13th May 1899.)

*Extent of application.*

**C. S. R.  
861.**

**1007.** The procedure prescribed in clause (b) of Article 861 applies only to the kinds of leave referred to in clause (a) of the same article, that is to say, to any kind of leave except privilege leave and leave on medical certificate.

(G. I., H. D., No. 294, dated 15th March 1898, commd. with G. I., F. D., No. 1598-P., dated 11th April 1898. Dy. G. I. 16.)

## Chapter XLV.—Payment of Leave Allowances.

## Payment in India.

*Subsidiary leave and other allowances where paid.*

1008. The subsidiary leave and other allowances of an officer proceeding on long leave out of India, and claimed through an agent, are properly payable at the district where the officer is stationed or at the head-quarters of his audit officer.

C. S. R.  
863.

(A. G., Bo., No. 13479-G. A., dated 7th August 1897, C. I. T., and C. G.'s No. 41, dated 29th July 1897. Burma.)

*Salary for broken period of other Government officer may be drawn with his leave allowance.*

1009. If an officer of one province draws his privilege leave allowances in another province, he may draw along with them his salary and allowances for the broken period of the month in which his privilege leave began.

(C. G.'s No. 841, dated 29th July 1897. Burma.)

1010. Inspectors of Police on R200, and other similar officers, who, although technically speaking "non-gazetted," are treated as gazetted officers for audit purposes, may draw their leave allowances at a place other than where they were employed.

(C. G.'s No. 2210, dated 23rd November 1906. Dy. C. G. 517, E. B and A.)

*Furlough allowance, if drawn in India, must be drawn at the chief town of the province where employed before furlough.*

1011. Furlough allowance of an officer on furlough out of India cannot be drawn in India at any other place than the chief town of the province in which he was employed before going on furlough, even though he ceases to have any connection with the province on taking furlough.

(G. I., F. D., No. 2450-Ex., dated 31st May 1897. Burma.)

*Payment to another person prohibited.*

1012. The payment to another Government officer or to any person other than a well-known Banker or Agent of the salary and allowances of a Government officer is not permissible.

C. S. R.  
864.

(C. G.'s No. 1641, dated 8th November 1901, Madras, and G. I., F. D., No. 6573-A., dated 30th October 1903. Allahabad.)

*Allowances issuable in India cannot be paid in England.*

1013. The general rule that all payments and allowances accruing to an officer while in India are to be issued to him in India should be strictly adhered

to unless special exceptions have been allowed by the Secretary of State, and in no case should any pay, pension or allowance, at present issuable in India only, be made payable in England without such change having been duly and specially sanctioned.

(G. I., F. D., No. 461, dated 18th January 1887. Dy. G. I. 613.)

*Over-payments to be recovered from the payee.*

**C. S. R. 865.** 1014. Over-payments of leave allowances under this article must be recovered from the officer to whom they were paid, and not from the head of the office, except under the specific orders of Government.

(G. I., F. D., No. 3034, dated 27th September 1879. Burma.)

### Payment out of India.

*No racial limit to the rate of 1s. 6d.*

**C. S. R. 868.** 1015. Paragraph 4 of Financial Department Notification No. 3624-A., dated 18th August 1893, and the Secretary of State's Despatch No. 181, dated 7th September 1893, do not limit the rate of 1s. 6d. the rupee to European and Eurasian officers not domiciled in India.

(G. I., F. D., No. 121-A., dated 12th January 1894. C. I. T.)

*The rate 1s. 6d. should not apply to allowances falling due after disembarkation in India.*

1016. The rate of 1s. 6d. the rupee should not apply to allowances falling due after disembarkation in India, and the official rate should be applicable to such allowances.

(C. G. No. 784, dated 23rd August 1895. C. I. T.)

*Furlough allowance fixed in sterling should be paid at the official rate of exchange.*

1017. Furlough allowance fixed in sterling and paid in India should be paid at the rate of exchange fixed for the adjustment of financial transactions between the Imperial and the Indian Government.

(G. I., F. D., No. 2791, dated 3rd July 1893. Burma.)

*Over-payments in England, how recovered.*

**C. S. R. 868.** 1018. Over-payments of furlough allowances in England should be recovered in India at the official rate of the year in which the payment was made.

(C. G.'s No. 432, dated 14th June 1865. C. I. T.)

1019. In adjusting over-payments or short payments of leave allowance in England the amount to be recovered and the amount to be paid should be calculated according to the number of calendar days in the month, irrespective of the mode of calculation adopted by the India Office.

(C. G., 1638, dated 12th February 1895. C. I. T.)

*Salaries for previous years and advance for future years, if fixed in sterling, how paid.*

1020. In paying in one year salaries fixed in sterling which are due for a portion of a preceding year, the rate of exchange in force when the salary drawn first became payable should be applied, and in paying in one year an advance of furlough allowance fixed in sterling which is due for a portion of the following year, the official rate of exchange in force when the advance is actually drawn should be applied.

(G. I., F. D., No. 3636-A., dated 18th August 1887. Dy. G. I. 188.)

*Payments in a Colony whose currency is gold.*

1021. It has been ruled by the Secretary of State that in a Colony where the standard of currency is gold leave allowances should be paid at the rate of 18*d.* per rupee, and that when officers take leave to the Colonies in consequence of a medical certificate recommending leave out of India, they should be admitted to the benefit of the prescribed minimum absentee allowance, the sterling minimum being applied in Colonies of which the standard of currency is gold.

(G. I., F. D., No. 5123-P., dated 19th October 1893. Burma.)

1022. An officer may draw his vacation allowances in England when vacation is taken in combination with leave other than privilege leave, but not when it is taken with privilege leave under the provisions of Article 278 (b) of the Civil Service Regulations. **C. S. R. 870 (a).**

(G. I., F. D., No. 3592-P., dated 8th June 1907. Dy. G. I. 169.)

#### **Certificate of Leave.**

*Certificate to be issued without waiting for an application.*

1023. The certificate prescribed by Article 871 (a) of the Civil Service Regulations should be issued without waiting for an officer to apply for it. **C. S. R. 871.**

(A. G.'s note of the 7th June 1890. Allahabad.)

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## **Chapter XLVI.—Last-pay Certificates and Warrants.**

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### **Section I.—Last-pay Certificates.**

*Leave to England of Lunatics.*

1024. In every case in which an officer sent home as a lunatic is granted leave, a leave and last-pay certificate should be at once sent to the Secretary of State. **C. S. R. 874.**

(G. I., F. D., No. 556, dated 7th May 1886. Allahabad.)

## 226 LAST-PAY CERTIFICATES AND WARRANTS. [CHAP. XLVI.]

### *Last-pay Certificates of Military Officers in Foreign Service to be issued by the Account Office receiving contributions.*

**C. S. R.  
874.**

**1025.** Last-pay certificates of Military Officers in Foreign Service holding no appointments in the Civil Department should be issued by the Account Office to which they pay contributions for leave allowances and pension. The leave allowances of officers of the Staff Corps in Foreign Service should be regulated under the Military Rules under Articles 725 and 738, Army Regulations, India, Volume I, Part I.

(G. I., F. D., No. 5819-P., dated 16th December 1895. C. I. T.)

### *Last-pay Certificates of Military Officers in temporary Civil employ.*

**1026.** The final last-pay certificate of Military Officers in temporary Civil employ, who hold no substantive appointment in the Civil Department and who forfeit their lien on any temporary or officiating appointment they may be holding when they proceed on leave, are issued by the Military Accounts Officer of the Division corresponding to the Civil area in which the officer may be serving at the time of proceeding on leave. In the case of officers whose pay is under the audit of the Comptroller, India Treasuries, the final last-pay certificate is issued under the orders of the Controller of Military Accounts, Eastern Circle.

(G. I., F. D. (Military), No. 397-Accts., dated 3rd March 1910, with C. G.'s No. 3987, dated 19th March 1910. Dy. C. G. 448.)

### **Leave in India.**

#### *Duplicate need not be forwarded.*

**C. S. R.  
878.**

**1027.** When an officer proceeding on leave from one place in India to another and desiring to draw his leave allowances at a treasury in another province obtains a last-pay certificate in Form No. 16, Civil Service Regulations, a duplicate of the certificate need not be forwarded to the Accountant General of the province in which payment is to be made. Treasury Officers should pay such claims on the production of the original certificate.

(C. G.'s No. 2014, dated 18th March 1889. Burma.)

### **Leave out of India.**

#### *Personal attendance of a High Court Judge not required.*

**C. S. R.  
881, Note.**

**1028.** The Accountant General should not require the personal attendance at his office of Judges of the High Court, though in cases of emergency, should he consider their presence necessary, he should inform them of his opinion. In the event of inconvenience and delay arising in any such case from the non-attendance of a Judge, the Government of India cannot hold the Accountant General responsible.

(G. I., F. D., No. 2377, dated 23rd July 1884, Dy. G. I. 288, forwarding copy of H. D. No. 959, dated 15th July 1884.)

*Privilege leave allowance need not be shown in the last-pay certificates.*

**1029.** In the case of privilege leave combined with other leave, last-pay certificates issued under these articles need not show the amount of leave allowances due during the privilege leave portion which are payable only in India. They should show the leave allowances for the other leave only and as being payable from the date succeeding the end of the privilege leave. C. S. R.  
880 & 882.

(G. I. F. D., No. 883-P., dated 15th February 1901. Dy. G. I. 412.)

*Last-pay Certificate.*

**1030.** The duplicate last-pay certificate should be sent to the Accountant General, India Office. C. S. R.  
884.

(G. I. F. D., No. 1328-P., dated 23rd July 1908. Dy. G. I. 238.)

*Last-pay Certificate may be forwarded to the officer's address.*

**1031.** If the original copy of a last-pay certificate, which is required to be delivered to the officer himself, cannot be prepared in time for delivery to the officer proceeding on leave out of India to enable him to take it with him, it may be forwarded to him through the India Office, as prescribed by Article 885 of the Civil Service Regulations, or to any address the officer may furnish as authorized by paragraph 3 of Appendix LL of the Civil Account Code. C. S. R.  
885.

(C. G.'s No. 401-Try., dated 22nd May 1901. Mairas.)

**1032.** That portion of the rule in paragraph 3 of Appendix LL of the Civil Account Code, Vol. II, directing that the last-pay certificate of an officer can be sent to his address in England, is based upon the procedure obtaining in the Comptroller, India Treasuries' office, and sanctioned by the Government of India.

(C. G.'s No. 400, dated 22nd May 1901. Dy. C. G. 101.)

### Colonial Warrants.

*Subscription to the Military Fund should be shown.*

**1033.** The colonial warrant should show in the case of a subscriber to the Indian Military Service Family Pension Fund the rate of fund deductions to which the officer is subject, the necessary information being obtained from the last-pay certificates issued by Account Officers supplemented by information obtained from the officer himself regarding any foreseeable occurrence during his leave that will affect his subscription. C. S. R.  
889.

(C. G.'s No. 1807, dated 17th November 1903. Dy. C. G. 411.)

## Section II.—Rules for preparing Last-pay Certificates.

*English Last-pay Certificates to be signed by the Accountant General.*

**1034.** Last-pay certificates intended for England should be signed by the Accountant General. C. S. R.  
893.

(C. G.'s No. 1553, dated 30th May 1881. Allahabad.)



*If leave be on account of ill-health it should be noted.*

**1035** No officer granted long leave to Europe on account of ill-health, whether the leave be technically leave on medical certificate or not, is allowed to return to duty, unless he first obtains a certificate of fitness for duty in India.

In order that effect may be given to these orders, the fact of the leave having been granted on a medical certificate should invariably be stated in the leave and pay certificates furnished to officers proceeding on leave to Europe granted on account of ill-health, whether the leave be technically leave on medical certificate or not.

To enable the Account Officer to make the necessary entry in the leave and pay certificates, the Local Government or other authority granting leave to an officer proceeding to Europe on account of ill-health should, in each case, inform the Account Officer of the reason for the grant of the leave.

(G. I. Fn. Res. No. 2978-P., dated 8th July 1897. Dy. G. I. 139.)

NOTE.—The Local Government has asked the several Departments to see that this order is complied with.

(B. G. No. 1603-A. D., dated 1st July 1910. Dy. G. B. 1343.)

*Date of vacating office should be noted.*

C. S. R.  
893.

**1036.** An officer's last-pay certificate should note the date, if any, fixed at which he will vacate any office he is holding.

(G. I., F. D., No. 1911-P., dated 29th April 1899, Dy. G. I. 30, *vide* Rule XXI of the Furlough Rules of 1868, and para. 4, Section A, of the Furlough Rules of 1875.)

*Last-pay certificates of Military Officers to be prepared in the Civil Department.*

**1037.** The last-pay certificate of a Military Officer whose pay is a Civil charge and who is granted leave under Military rules should be prepared in the Civil Department, as his furlough pay is chargeable in the Home Accounts under the heading of "Furlough pay of officers in Civil employ."

(G. I., F. D., No. 1494-P., dated 16th March 1903. Dy. G. I. 441.)

*Important points to be borne in mind in preparing Last-pay Certificates of Military Officers on leave out of India.*

**1038.** (a) The furlough allowance admissible under Article 314 (b), Civil Service Regulations, to a Military Officer under Civil leave rules is half the average salary even during the portion of the leave earned under the Military rules, though the allowance during the period is subject to the minimum admissible under the Military leave rules.

(b) The minimum under the Military leave rules of 1868 or 1875 is £250 per annum, while under the Indian Army leave rules of 1886 it is the furlough pay which varies with the length of pension service (Rule V (3), Appendix I, paragraph 5, Appendix II, and Articles 358 and 364, Volume I, Army Regulations, India).

(c) As the furlough pay under the rules of 1886 varies with the length of pension service, it is likely to vary even during a period of furlough.

(d) The last salary which is the minimum under Article 314 (a) is to be converted at 1s. 6d. before the sterling limit is applied.

(e) If an officer takes privilege leave and later on takes furlough out of India in extension it is necessary to obtain a last-pay certificate from the Treasury Officer who was disbursing his salary before authorising the officer in the English last-pay certificate to draw his privilege leave allowances in England.

(f) Furlough taken by a Military Officer while he was under Military leave rules does not count as service for study leave after he comes under the Civil leave rules.

(C. G.'s No. 1200-A. & A.—407-13, dated 4th October 1913. Dy. C. G. 378.)

*Leave allowances of Military Private Secretary chargeable to Civil.*

**1039.** The leave allowances of Military Officers employed as Private Secretaries to Lieutenant-Governors and granted long leave should be a charge against the Civil Department.

*Furlough allowance of Military Officer not having a lien in Civil chargeable to Military.*

**1040.** The furlough allowances of a Military Officer who on proceeding on leave loses his lien on his Civil appointment under Article 607, Civil Service Regulations, are chargeable to the Military Department.

C. S. R.  
898.

(G. I., F. D., No. 3100-P., dated 16th May 1904. Dy. G. I. 69.)

**1041.** In last-pay certificates granted to Military Officers in Civil employ the amount of English furlough pay of rank or subsistence allowance of rank should be invariably mentioned.

(C. G.'s No. 93, dated 3rd April 1895. Allahabad.)

*Furlough at credit to be noted.*

**1042.** There must be a *special entry* in the last-pay certificates in cases of officers going on furlough on medical certificate showing the amount of furlough at credit at the time of the officer's departure from India.

(G. I., F. D., Endt., No. 3133, dated 25th June 1899. Allahabad.)

*If a Civilian elects to pay Fund subscriptions in India, it should be noted.*

**1043.** In filling up last-pay certificates of members of the Indian Civil Service proceeding on leave to Europe care should be taken, in every case in which an officer elects to pay his Fund subscriptions in India, to make a note to that effect on the last-pay certificate.

(C. G.'s No. 223-F., dated 23rd May 1889. Dy. C. G. 230.)

*Concession of minimum allowance on medical grounds to be noted.*

**1044.** In all cases in which the leave granted is not technically sick leave, the minimum rates of absentee allowances laid down in Articles 320 and 342, Civil Service Regulation, are conceded; the fact that it was conceded on the report of a Medical Board should be noted on the last-pay certificate.

(G. I., F. D., No. 169-P., dated 13th January 1893. Dy. G. I. 302.)

*Suggestions for avoiding errors in the preparation of Last-pay Certificates of Military Officers on leave out of India.*

**1045.** Special care should be taken to enter all the relevant facts in the History of Services, and in all cases in which an officer is transferred from one circle of audit to another, particulars regarding past service should be obtained from the original audit officer who should furnish them as accurately as possible.

It is noticed that one audit office omitted to note in the History of Services how much of the furlough taken by an officer was earned under Military rules and subject to the Military minimum and how much was earned under Civil leave rules, while in another case the fact that a period of deputation out of India was specially allowed by the Secretary of State to count as service for leave was not communicated to the new audit officer when an officer was transferred from one circle of audit to another. In a few cases again particulars regarding the past service of an officer which should have been obtained from the original audit office was taken from some departmental publications with the result that several errors were committed in the last-pay certificates as the particulars in the departmental publications happened to be inaccurate.

(No. 1200-A. A. - 407-13, dated 4th October 1913, from the Comptroller General. Dy. C. G. 378.)

*Errors in the preparation of Last-pay Certificates to be avoided.*

**1046.** Several errors and omissions (the nature of which is specified below) in the preparation of last-pay certificates granted to officers proceeding on leave to England have been noticed by the Secretary of State.

The errors pointed out are as follows:—

- (1) In some cases the rate of exchange for the conversion of the leave allowances of a Military Officer in Civil employ subject to the Military Furlough Regulations of 1868, proceeding on special leave under Article 316, Civil Service Regulations, has been shown as *two shillings the rupee*, although it is laid down in Article 947 (3rd edition) that the rate to be adopted in these cases is the *annual adjusting rate*.
- (2) In some cases the words "*or his last salary, whichever is less,*" have been omitted in describing the *minimum* furlough allowance admissible with reference to Article 314 (a).
- (3) In one case the minimum furlough allowance admissible under the same article to a covenanted civil servant was not stated.

(G. I., F. D., No. 4869, dated 21st September 1889. Allahabad.)

*Special entries regarding extension and commutation of leave of Pilots.*

**1047.** The particulars regarding extension and commutation of leave in the last-pay certificates granted to Pilots proceeding on leave out of India should be filled up in accordance with the following rules :—

*1st.*—Privilege leave under Article 676 (a) or (b) may be retrospectively changed to special leave or furlough if due, or to leave on medical certificate.

*2nd.*—Special leave may in like manner be commuted to furlough to the extent admissible by the rules or to leave on medical certificate if furlough be not due.

*3rd.*—Furlough and leave on medical certificate may be extended so far as admissible under the rules.

All extensions and commutations should be given (as in the case of other officers) after the Local Government has stated that there is no objection.

(B. G. No. 545-M., dated 11th March 1889, with F. D. No. 1665, dated 30th March 1889. Dy. G. I. 3.)

*Annuity Fund Deductions to be carefully noted.*

**1048.** The Secretary of State has brought to notice cases in which, contrary to the provisions of Article 556 (a), Civil Service Regulations, it has been stated in last-pay certificates that furlough allowances were liable to annuity fund deductions in the case of officers of the Madras and Bombay establishments who entered the service after passing a competitive examination held before the end of 1875. The provisions of Article 556 (a) should therefore be carefully observed in future.

C. S. R.  
895-897.

(G. I., F. D., No.  $\frac{P}{3198}$ , dated 24th July 1896. Dy. G. I. 142.)

*Rank pay or subsistence allowance to be noted.*

**1049.** In last-pay certificates granted to Military Officers in Civil employ the amount of English furlough pay of rank or subsistence allowance of rank should be invariably mentioned.

C. S. R.  
897.

(C. G.'s No. 13, dated 3rd April 1895. Allahabad.)

*Deductions for income-tax from advances to be noted.*

**1050.** Deductions for Indian income-tax from advances made in India to officers proceeding to England on account of their pay for the period of the voyage should, in future, be advised to the India Office in the same way as the advances, in order that they may be properly adjusted.

(G. I., F. D., No. 1060, dated 18th March 1891. Allahabad.)

**Amended Certificates.**

**1051.** In lieu of an amended last-pay certificate, a short notification worded somewhat as follows should in future be used :—

C. S. R.  
898.

*For* \_\_\_\_\_ *in item No.* \_\_\_\_\_ *of the last-pay certificate of*  
*(name of the officer)* \_\_\_\_\_ *No.* \_\_\_\_\_ *, dated* \_\_\_\_\_ *read*

(G. I., F. D., No. 2054-F., dated 4th April 1907. Dy. G. I. 16.)



PART X.—PROCEDURE RELATING TO PENSIONS.

Chapter XLVII.—Applications for and Grant of Pensions.

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Section I.—Applications.

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Non-Gazetted Officers—Preliminary Verification.

*Military service of Hospital Assistants verified by the Director General.*

**1052.** The Military service of Hospital Assistants, who are applicants for pensions from the Civil Branch of the Subordinate Medical Service, are to be verified by the Director General, Indian Medical Service, with the assistance of the Pay Examiners. C. S. R.  
908 (b).

(G. L. F. D., No. 2508, dated 10th August 1883. Allahabad.)

Formal Application.

*Instructions for the heads of offices.*

**1053.** Before despatching an application for pension or gratuity to the Accountant General the head of an office should satisfy himself that the application has been prepared in conformity with the instructions below:— C. S. R.  
910.

(1) *Affidavit* and evidence of contemporary employés should be submitted for such periods of service as are not verifiable from records.

(2) *Affidavit* and evidence of contemporary employés should state in full detail (1) whether applicant was in permanent employ, and (2) whether there were any breaks in the service or any leave granted.

(3) *Age*.—When precise date of birth is not known, 1st July of the year of birth should be assumed.

(4) *Age* as given in service book, if subsequently amended, should be supported by a Government Order approving the alteration.

(5) *Age of incapacity* to continue in service—superior 55 and inferior 60.

(6) *Alterations*.—Make in red ink and initial.

(7) *Average emoluments*.—Append a memorandum of calculation with reference to Articles 486—488.

(8) *Average emoluments*.—When pension is partly debitable to Incorporated Local Funds, the memorandum should take the form of history of services, entering local or provincial, as the case may be, under column "Establishment."

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SIONS.

C. S. R.  
910.

(9) *Character and conduct.*—State merely good, bad, fair or indifferent without remarks, which should be made only when absolutely necessary to a right understanding of the case.

(10) *Compensation pension owing to reduction of establishment.*—State why employment not found elsewhere, and what the amount of savings effected is.

(11) *Delay.*—Explain delay in submission of application beyond three months.

(12) *Gratuity.*—Inferior servants having sufficient superior service for pension are entitled to gratuity for inferior service, though retired at 55 years of age.

(13) *Gratuity.*—Inferior servants are entitled to separate gratuity for superior service in addition to gratuity for inferior service.

(14) *Gratuity.*—Inferior servants adding superior service to inferior for combined pension are not entitled to gratuity for the former.

(15) *History of services.*—Give date, month and year of the various appointments, promotions and cessations. For the purpose of adding together broken periods, a month is reckoned as 30 days.

(16) *History of services.*—When the applicant is acting, state his substantive appointment.

(17) *History of services.*—Enter the several rates of acting allowances separately from pay.

(18) *History of services.*—All periods not reckoned as service should be distinguished and reasons for their exclusion given in the remarks column.

(19) *Identification marks.*—Specify a few conspicuous marks, not less than four if possible.

(20) *Leave irregularly granted.*—State officer responsible and amount of allowances overdrawn.

(21) *Leave to inferior servants.*—All periods of duly-sanctioned leave count.

(22) *Leave of all kinds* (save casual) to be entered in detail in service book.

(23) *Leave to inferior servants without allowances.*—When treated as qualifying, specify in separate memorandum with particulars (1) extent to which it could have been granted with allowance; (2) how much of it actually availed of; and (3) the leave taken without allowances.

(24) *Medical certificate*, if granted after applicant has ceased to do duty, state cause of delay.

(25) *Medical certificate.*—Give reasons in case of retention in service after the grant of the certificate.

(26) *Medical certificate* should invariably accompany the application.

(27) *Medical certificate* should state particulars required under Article 443 (b) in respect of applicants under 55 years and the explanation of the head of the office should be given under head 5 on the third page of the application.

(28) *Medical certificate* should be granted only by Commissioned Medical Officers and Civil Surgeons, and not by an Assistant Surgeon or Hospital Assistant except when in medical charge of a district.

(29) *Medical certificate*.—The certifying officer should be one belonging to the same district, otherwise explanation should be given.

(30) *Name*.—Specify in full house or country name of applicant and his father.

(31) *Name*.—When initials or name of applicant are incorrectly given in the various records consulted, mention fact in forwarding the application to avoid unnecessary references from the Accountant General.

(32) *Resignation of service*.—The head of the office should state its cause when it involves a break of service.

(33) *Resignation of service*.—The head of the office should also state (1) whether he is in favour of condonation of such break, and (2) if he is, whether with or without a reduction of the pension or gratuity otherwise admissible.

(34) *Retirement date*.—Service book, application and last-pay certificate should correspond.

(35) *Retirement*, if voluntary, state fact against head 5 in the third page of the application.

(36) *Retiring pension*.—An officer over 55 years of age need not necessarily be recommended for superannuation pension, if entitled to retiring or invalid pension.

(37) *Superannuation*—if ordered by Government, quote its order, number and date against head 5 in the third page of the application.

(38) *Service*.—Cause of its termination in each appointment should be entered in service book and attested.

(39) *Service in an acting appointment*—If counting, state (1) whether appointment was fully vacant; (2) whether another counted service during the period and (3) how original vacancy occurred.

(40) *Service in temporary appointment*.—State always whether or not the applicant retained a right to revert to substantive appointment, furnishing a copy of the Departmental order.

(41) *Service, foreign*—should, in every case, be supported by Government order sanctioning the transfer and a memorandum of contributions paid.

(42) *Service book*.—State reason for omission of signature of the head of the office or that of the applicant in any case.

(43) *Suspension or dismissal*.—When the order does not contain full particulars, a brief statement thereof should be appended. If the order itself is not forthcoming, summary of available evidence should be sent with the application.

(44) *Transfer* from qualifying to non-qualifying service under Government should be supported by a copy of the authority.

(45) *Verification*.—In the column "how verified" in the history of services, note the class of records against the entries, such as Pay bills, Acquittance rolls, etc.



(46) *Verification*.—When fact of service in another office is not satisfactorily attested in the service book, a duly-certified abstract from the head of that office should accompany the application.

(47) *Vernacular* entries should be accompanied by translations in English.

NOTE.—These directions will not in any way render a study of the Regulations unnecessary.

C. S. R.  
911 (c).

**1054.** Power of accepting medical certificates bearing dates later than those of retirement has been delegated to officers empowered to sanction pension of non-gazetted officers under the Government of India, Financial Department, No. 1228-P., dated 29th February 1908.

(G. I., F. D., No. 4436-P., dated 29th July 1908. G. I. 249.)

*Applications of Officers of the Accounts Department to whom submitted.*

C. S. R.  
913.

**1055.** Applications for pensions of all gazetted officers in the Account Department, including Chief Superintendents, should be submitted to the Government of India in the Finance Department, through the Comptroller and Auditor General, whilst those of members of the establishment of Account Offices, including the Subordinate Account Service, should be submitted to the Local Government in accordance with the orders contained in Government of India, Financial Department, letter No. 1040, dated 2nd June 1885.

(G. I., F. D., letter No. 963, dated 24th February 1890, to the A. G., Madras. Allahabad.)

*Pensions to members of Accountant General's establishment.*

**1056.** Pensions to members of the establishment of an Accountant General should be sanctioned by the Local Government, as in the past. The Circular of the Government of India in the Financial Department, No. 94, dated 8th January 1885, was not intended to alter the procedure in this respect. The report prescribed in Article 163, Civil Service Regulations, regarding officers who have attained the age of 55 years, should, however, be submitted to the Government of India in the Financial Department for orders.

(G. I., F. D., No. 1040, dated 2nd June 1885. Allahabad.)

**1057.** A list of officers in the Civil Department who may sanction pensions under Article 918 (b) is published in Appendix.

### Submission to Government.

*Officers in Government of India Department.*

C. S. R.  
914.

**1058.** Applications for pensions and gratuities on behalf of officers employed under a Department of the Government of India should be submitted through the Administrative Department concerned, instead of directly to the Department of Finance and Commerce.

(G. I., F. D., No. 286-P., dated 17th January 1893. Dy. G. I. 305.)

*Sanction by Government of State in certain cases.*

**1059.** The grant of any pension to a Government servant, whether on political grounds or on other considerations, in addition to the pension admissible to

him under rule, and the grant of a pension to a non-pensionable official, except in the special cases in which it is allowed by the Regulations, should be regarded as so exceptional as to require the sanction of the Secretary of State in Council.

(*Vide* G. I., F. D., No. 87-C. S. R., dated 20th May 1912. Dy. G. I. 130.)

### Section II.—Powers of Sanction.

**1060.** The Government of India in the Department of Commerce and Industry should be deemed to be the "Local Government" for the purposes of Articles 475 and 918, Civil Service Regulations, in the case of officers of the Imperial Customs Service, and all applications for pension from Officers of the Service should be submitted to and sanctioned by the Government of India in that Department.

**C. S. R.  
918.**

(G. I., C. & I. Dept., No. 7128-7130—4, dated 1st September 1913. Dy. G. I. 343.)

### Section III.—Anticipatory Pensions.

**1061.** When an officer, whose pension is payable in England, retires before the necessary enquiries preliminary to the settlement of the amount of his pension can be completed, special effort should be made for an early submission of the report required by Article 926, so as to avoid any ground for complaint on the part of the officer concerned.

**C. S. R.  
926.**

(C. G. 857, dated 13th July 1903. Dy. C. G. 1321—1230 E. B. and A.)

#### *Prevention of Delay.*

**1062.** Pension applications should not be treated as papers which may be dealt with in ordinary course, but their disposal, as well as subsequent references, if any, from the Accountant General or any other officer should be regarded as urgent.

**C. S. R.  
929.**

All officers concerned should adopt special measures for the speedy disposal of all applications for pension.

(G. I., F. D., No. 3369-P., dated 5th July 1894. Dy. G. I. 131.)

## Chapter XLVIII.—Payment of Pensions.

### Section I.—General Rules.

#### *Date of commencement of pension.*

**1063.** The "application" referred to in Article 930, Civil Service Regulations, is not that detailed in Article 907 (a) or 913, Civil Service Regulations, but

**C. S. R.  
930.**

any formal application for pension an officer may submit to his superior officer either before or after retirement.

Anticipatory pensions should be granted from the date of retirement.

(G. I., F. D., No. 3555-P., dated 21st July 1909. Dy. G. I. 197.)

C. S. R.  
984 & 971.

1064. Ladies in receipt of pension from the East India Company's Funds proceeding to India should be allowed to draw the sterling rate of pension in England or a Colony for a period not exceeding twelve months after their arrival in India, but from the expiration of the twelve months pensions must be drawn in India and at Indian rates so long as they reside in India.

(S. of S.'s Desp. No. 6-Financial (Fund), dated 15th May 1908, read. with G. I., F. D., No. 4378-P., dated 28th July 1908 Dy. G. I. 166. See also No. 1579, dated 5th August 1908 from C. G. Dy. C. G. 180 E. B. and A.)

## Section II. — Payments in India

*Pensions granted by Native States not payable through the India Office*

C. S. R.  
939, Note.

1065. Pensions granted by Native States shall not, in future, be made payable through the India Office.

(G. I., F. D., No. 1593, dated 10th April 1885 Allahabad.)

*Mysore State exempted from the operation of the rule*

1066. The Government of India sanctioned the proposal of the Resident in Mysore, that the Mysore State may be exempted from the operation of the ruling restricting the payment of pensions from Government treasuries on behalf of Native States.

(G. I., F. D., No. 1471, dated 19th June 1885. Allahabad.)

## Identification of Pensioner.

*Life certificates to female pensioners of the Oudh and Mysore Families.*

C. S. R.  
945.

1067. The gentlemen whose names appear on the first page of the Presidency Political Audit Register of Pensions have been selected, with the approval of the Government of India, to grant life certificates to the female political pensioners of the Oudh and Mysore Families, on the distinct understanding that they will be held liable to make good any loss that may be suffered by Government in consequence of any fraud which may be discovered to have been facilitated by their laxity.

(G. I., F. D., Endt. No. 3703-P., dated 24th July 1894. Dy. G. I. 146.)

1068. Commissioners of Divisions, Heads of Departments, District and Sessions Judges, District Officers and the Political Agent in Manipur are authorised to grant exemption from personal appearance under Article 945 to persons drawing pensions.

(L. G. 6233—91-F., dated 6th August 1908. Dy. L. G. 1533 E. B. and A.)

**Payments to Agents.***Rules for pensioners resident in India.*

**1069.** The provisions of Article 949 (a) under which the pension of a pensioner not resident in India may be drawn by an Agent are not applicable to pensioners who are resident in India. The bill must be signed by the pensioner himself.

**C. S. R.  
949 (a).**

(G. I., F. D., No. 387-P., dated 23rd January 1895. Dy. G. I. 357.)

(C. G.'s letter to A. G., Bombay Comm., with the Dy. Comptroller's Endt. No. 1202, dated 10th September 1901. Madras.)

**NOTE 1.**—There is no objection in any case to the drawal of pensions by Bankers and Agents, but if the pensioner is resident in India, a life certificate must be furnished with every bill. If he is not resident in India, Article 949 applies and a periodical certificate only is required.

(C. G. No. 2288, dated 17th February 1902. Madras.)

**NOTE 2**—Kashmir is considered out of India

*Procedure in cases of suspicious Life Certificates.*

**1070.** Whenever any doubts are entertained in regard to a life certificate submitted under Article 949 (b), Civil Service Regulations, by a pensioner residing out of India, and drawing pension in India, the pensioner may be called upon to furnish such information and evidence as will satisfy the Accountant General that the signature to the certificate is authentic. In such cases it would be well to ascertain, if possible, why the pension is drawn in India.

**C. S. R.  
949 (b).**

(G. I., F. D., No. 521, dated 31st January 1888. Dy. G. I. 663.)

**Transfers in India.***Commissioners' powers as to Transfer of Pension.**Political Pensions.*

**1071.** When a political pensioner does not reside by order of Government in a particular place, a Commissioner may, on application, and on sufficient cause being shown, permit transfer of payment of the pension from a treasury in his Division to any other treasury in British India. The sanction of Government is, however, necessary in the case of the member of the Oudh Family, such as widows, sons and grandsons of the late ex-King of Oudh, who are required to take the permission of Government whenever they wish to leave Calcutta.

**C. S. R.  
950.**

(B. G. No. 1078-P. D., dated 11th October 1894. Dy. G. B. 2703.)

**1072.** The orders in Article 950 apply primarily to service pension. They may, however, be held to apply also to political pensions, but in this case the Accountant General should, before permitting transfer, obtain the concurrence of the authority empowered to permit a change of residence on the part of a political pensioner.

(G. I., F. D., No. 1630-C. S. R., dated 21st March 1911. Dy. G. I. 369.)

*Service Pensions.*

**1073.** A Commissioner may, on application, and on sufficient causes being shown, permit the transfer of payment of a pension from one treasury in India to another.

(B. G. No. 6604-F., dated 17th December 1894. Dy. G. B. 2703.)

*Intentions of the Rules.*

C. S. R.  
950 & 951.

**1074.** The intention of the rules contained in these articles is that the Local Government and the Accountant General should have power to transfer the payment of a pension from one district to another and that the Collector whose jurisdiction extends to one district only should have power to make transfers within the district. The powers of the Collector in this respect as in all others are subject to the general control of the Local Government. There is no objection, however, to the Accountant General when informing a Collector that a pension is to be paid in his district stating that he thinks that the payment may be made at a named sub-treasury if the Collector sees no objection.

(G. I., F. D., No. 2674-P., dated 22nd May 1902. Dy. G. I. 68.)

**Lapses and Forfeitures.***Hyderabad Contingent.*

C. S. R.  
956.

**1075.** The payment of arrears of pension of the Hyderabad Contingent pensioners should be regulated under the rules contained in the Civil Service Regulations subject to the stipulation that in no case may arrears of more than two years be paid.

(C. G.'s No. 1287, dated 2nd December 1886, to the Comptroller, Hyderabad. Madras.)

*Arrear pension of the Nizamut Oudh or Mysore Family.*

**1076.** When a pension enjoyed by a member of the Nizamut Oudh or Mysore Family remains undrawn for more than six months, the payment of the arrears should not be made without the sanction of the Commissioner of the Presidency Division, or, if the amount of arrears exceeds ₹1,000, without the previous sanction of Government.

(B. G. Endt. No. 840, dated 22nd September 1894. Dy. G. B. 2460.)

C. S. R.  
957 & 959.

**1077.** Collectors and Deputy Commissioners of Districts have been empowered by the Local Government to sanction the payment of arrears of (1) Political or territorial pensions not exceeding ₹1,000 and of (2) arrears of pension due to deceased pensioners to their heirs.

(B. G. No. 10367-F., dated 4th October 1906. Dy. L. G. 1999.)

**1078.** The Local Government has delegated to the authority who sanctions the pension—

- (a) The power to sanction the payment of a pension more than six months in arrears if the pension is to be paid for the first time, or if the amount of arrears exceeds ₹1,000.

- (b) The power to sanction the payment of a pension due to a deceased pensioner to his heirs more than six months after the pensioner's death.

The sanction of the Local Government is not necessary under Article 957 to the first payment of pension which is in arrears for more than six months if the claim is preferred within six months from the date of sanction to the pension. The Accountant General's sanction is similarly unnecessary in cases of this nature.

C. S. R.  
957

(A. G.'s order, dated 24th December 1905, on Dy. A. G. 761 and A. G. 672.)

### Deceased Pensioners.

*Pension sanctioned after death may be paid without further orders.*

1079. When a pension or gratuity is sanctioned after the death of the officer concerned, it is not necessary to obtain the orders of the authority which sanctioned the pension before payment is made to the heirs of the deceased pensioner. Such cases should be dealt with under Article 959(a).

C. S. R.  
959.

(G. I., F. D., No. 4723-P., dated 17th October 1899. Dy. G. I. 249.)

### Procedure of Payment.

1080. Whenever a claim is preferred for the payment of arrears of pension due to a deceased pensioner, the claim must be supported not only by a death certificate, but by evidence sufficient to establish the relationship of the claimant to the deceased. If the arrears exceed R500, the procedure prescribed in Article 960 should be observed. In other cases the claim should be supported by a certificate signed by one or two respectable officers of Government drawing a salary of R100 and upwards, or by such other well-known and trustworthy person as may be approved of by the Disbursing Officer to the effect that they will hold themselves responsible for the amount paid to the claimant in the event of his heirship being thereafter disputed by any other person.

C. S. R.  
960.

The above course should be resorted to only when a pensioner may have died intestate. But if, in the course of investigation of the claim, it comes to light that the deceased left property worth administering to, then the arrears should be paid only to the person administering the estate.

(Madras.)

### Payment of Territorial and Political Pensions.

1081. Pensioners must appear in person at the time of taking payment of their pensions, except in the following cases:—

- (a) Pensioners of rank who may be exempted by order of Government from appearing personally before the District Officer;
- (b) Female pensioners who, according to custom, cannot, with propriety, appear in public; and
- (c) Pensioners who are disabled from appearing, by illness or bodily infirmity.

In cases (b) and (c), Commissioners shall have power to grant exemption from personal attendance.

Pensions of pensioners of rank specially exempted by Government shall be paid to an Agent holding a power-of-attorney, upon the production of the pension payment order and of a separate receipt.

Pensions of pensioners exempted under heads (b) and (c) may be paid to an agent on their behalf, on production of—

- (a) a life-certificate signed by an officer of Government, or by some other well-known and trustworthy person;
- (b) the pension payment order;
- (c) a separate receipt.

Commissioners may authorize the payment of arrears up to one year, due to deceased political pensioners, after such investigation as shall satisfy them of the actual date of the pensioner's death, and that the persons applying for the arrears due are their legal heirs. When the arrears are due for a period exceeding one year, reference shall be made to the Board.

(Board's Rules, Chapter VI, Section II.)

### Section III.—Payment in England.

#### *Provisional Last-Pay Certificate to be issued in cases of delay.*

- C. S. R. 862.** 1082. When delay is anticipated in the issue under this article of the last-pay certificate of an officer whose pension is payable in England, the Audit Officer should take initiative in issuing a provisional certificate under Article 926. This article should be applied in such a manner as to avoid any ground for complaints on the part of the officer.

(G. I., F. D., No. 3032-P., dated 4th June 1901, Dy. G. I. 103, and C. G., No. 857, dated 13th July 1903. Dy. C. G. 206.)

### Section IV.—Payment in a Colony.

#### Issue of Warrant.

##### *Rate of Exchange to be given.*

- C. S. R. 967.** 1083. In the warrant issued for payment of a pension in a Colony under Article 967, the rate of exchange at which the pension should be paid should invariably be given.

(G. O. No. 466-Fin., dated 21st June 1895. Madras.)

#### Rate of Exchange.

##### *Equivalent of the actual cost of pension to be recovered from the Foreign States or Local Fund.*

- C. S. R. 971.** 1084. With reference to the G. I., F. D., Resolution No. 5800, dated 12th December 1889, announcing the decision of the Secretary of State for India to guarantee a minimum rate of 1s. 9d. for the conversion of rupee pensions

paid in gold, the Government of India have decided that in the case of all pensions granted in rupees, but payable in sterling, which are chargeable either wholly or partly to Foreign States or Local Funds, the equivalent of the actual cost of the pensions in sterling under the rate annually fixed should be recovered from the Foreign States or Local Funds.

(C. G.'s letter No. 1663, dated 5th January 1891. Allahabad.)

## Chapter L.—Pensions to Chaplains.

*Applications to be forwarded to the C. I. T.*

1085. Applications from Chaplains to retire from the service of Government should invariably be forwarded to the Comptroller, India Treasuries, for disposal, with the details necessary to complete the Service Register.

C. S. R.  
988.

(C. G.'s No.  $\frac{186}{A}$ , dated 14th April 1880. Burma.)

*Chaplains may retire at the expiry of leave on urgent private affairs in England.*

1086. There is nothing in the rules contained in the Civil Service Regulations to prevent a Chaplain, who is on leave on urgent private affairs in England, from retiring from the service of Government without returning to duty.

C. S. R.  
989.

(G. I., F. D., No. 2888, dated 8th September 1885. Allahabad.)





## PART XI.—REGULATIONS RELATING TO TRAVELLING ALLOWANCES.

### Chapter LI.—Definitions and General Rules.

#### Section I.—Principles of Calculation.

*Travelling allowance not calculated from a place other than Head-quarters.*

1087. An officer is not entitled to any travelling allowance for a journey made from any place other than his head-quarters to a place where he might have proceeded for his own convenience and not on duty.

C. S. R.  
995.

(A. G.'s ruling. Allahabad.)

1088. The rates of travelling allowance were fixed with reference to the principles laid down in this Article. The Regulation does not authorize Local Governments to apply that principle to reduce the rates.

(G. I., F. D., No. 2011, dated 20th August 1884, E. P. & A.)

1089. The expenses incurred by persons not in Government employ in connection with a public object may be passed by the Local Government as an ordinary contingent charge of the Department concerned.

(G. I., F. & C., No. 691, dated 6th February 1891. Central Provinces.)

#### Route for Calculation of Travelling Allowance.

*Charges for distances not shown in the Manual when admitted.*

1090. Charges for longer distances than are given in the "Official Manual of Distances" may be admitted on certificates from the Collectors of districts that no shorter routes were practicable than those adopted by the officers.

C. S. R.  
296 (b) &  
997.

(B. G. No. 1587-A. D., dated 5th October 1894. Dy. G. B. 2668.)

1091. The actual position of Steamer Ghats varies from time to time. In cases where the distance from a Steamer Ghat as entered in a travelling allowance bill differs from that in the sanctioned table of distances, and the entry in the bill is stated to be correct by the Collector of the district in which the ghat is situated, the distance entered in such bill may be accepted, and the table of distance provisionally altered.

C. S. R.  
996.

The Local Government has ruled that if an officer travels beyond a place the distance to which is specified in the distance table, it may be stated in the travelling allowance bill how far he actually travelled beyond that place and he may charge travelling allowance for that distance. The Account Office will admit charges on the countersignature of the controlling officer, who will be responsible for checking the accuracy of the distances travelled.

C. S. R.  
996.

(C. C. No. 6869-G. dated 12th August 1890. Com. A. V. D. Dy. 614, E. B. & A.)

C. S. R.  
996.

1092. Mileage allowances by road are never to be passed to an officer on tour who travels by a route other than that by which his travelling allowance is required by rule to be calculated. To such an officer also daily allowances may be given only for the number of days the journey should occupy at the rate of travelling laid down by the joining time rules, omitting of course the number of days allowed for preparation and for halts on Sundays by those rules.

Article 996 does not prevent an officer travelling by a circuitous route or by a more expensive means of conveyance if his duties require him to do so for the purpose of visiting places which do not lie on the direct route or which are not accessible by cheaper mode of conveyance. But when in travelling from point to point an officer travels by a route which is not the direct and cheapest route, it is necessary that he should show in the travelling allowance bill the details of the journey and the various stages by which it was made. It is for the controlling officer to say whether it was necessary for the officer to travel by these stages. If the controlling officer is satisfied in this respect the Account Department will not object.

(Central Provinces.)

NOTE.—In deciding route by which a traveller can most speedily reach his destination by the ordinary mode of travelling, delays necessary in waiting for the departure of the trains or from other causes must be taken into calculation.

(Central Provinces.)

C. S. R.  
996.

1093. Nabigunge in the Narayanganj Sub-Division of the Dacca district is declared to be, until further orders, the head quarters of the Superintendent of the River Police, Eastern Bengal.

(B. G. No. 3896-P., dated 14th April 1914. Dy. G. B. 428.)

*Journey may commence from, or end at, the police station.*

1094. When an officer travels from, or to, a place which is the head-quarters of a thana, his journey should, for the purposes of calculating travelling allowance, be held to commence from, and end at, the police station.

(B. G. No. 1317-A. D., dated 31st October 1895. Dy. G. B. 3334.)

1095. The Court-house of the Chief Executive Authority should be considered as the point from which a journey is held to commence or at which it is held to end.

(L. G. Cir. No. 17-F.D., dated 17th April 1906. Dy. L. G. 234 E. B. & A.)

1096. Civil Engineering College at Sibpur is the point from which journeys should be held to commence, and at which they should be held to end, in the case of officers attached to that College, for the purposes of calculating their travelling allowances.

(B. G. No. 1318-T. F., dated 8th October 1909. Dy. G. B. 3073.)

1097. Russa Toll station is the point from which journeys should be held to commence and at which they should be held to end in the case of P. W. D.

Officers for the purposes of calculating their travelling allowances when they visit the toll station on duty.

(B. G., P. W. D., No. 256-E., dated 23rd January 1913. Dy. G. B. 6908.)

### When means of locomotion are supplied.

*Allowance during halt in a Government boat or steamer.*

1098. The allowances drawn by an officer travelling on duty in a boat or steamer provided at the expense of Government should be restricted to half the daily allowance for the days he halts in the course of his journey.

C. S. B.  
999.

(G. I., F. D., No. 3904, dated 17th July 1888. Dy. G. I. 228.)

*" Steamer, etc."*

1099. With reference to Article 999 (ii) of the Civil Service Regulations, the Government of Bengal have laid down the following revised rules with effect from 1st May 1906, directing that the same rates should be charged to all officers whether they belong to the Public Works Department or not, when travelling on duty in steamers and steam launches under the control of the Public Works Department.

I. The steamers shall be under the orders of the Superintending Engineer and shall only be used under his written order, which he may give each time the steamer is used, or to particular officers of the Public Works Department for longer periods, as he may think fit.

II. The rates to be charged shall be as follows :—

(a) For the first four hours during which the vessel is under steam—  
Rupce one for each hour or each uncompleted portion of an hour.

(b) After the first four hours—Rupees two for each hour or each uncompleted portion of an hour.

NOTE (1).—When two or more officers travel together in the same steamer, each officer shall pay the full charge laid down in these rules.

NOTE (2).—Stoppages exceeding half an hour in duration will be deducted from the time charged.

NOTE (3).—No charge whatever will be made when the steamer or steam-launch travels empty.

*Officers accompanying the Governor, etc.*

III.—Officers accompanying the Governor or journeying to meet His Excellency will not be charged for the use of the steamer, but for such journeys they will only be entitled to draw travelling allowance under Article 999 (i) of the Civil Service Regulations.

IV. The Executive Engineer who has charge of the steamer will recover the amount due, and bring it forward under the proper head in his accounts.

*Foreign Officials.*

V. These rules do not affect cases in which Superintending Engineers place steamers at the disposal of foreign officials recommended by their Governments or the Chief Engineer. In such cases, steamer hire will not be charged.

*No toll on P. W. D. steamers.*

VI. The steamers under the control of the Public Works Department will pass free of toll on canals or canalised rivers whenever used by Government officers of any Department travelling on duty.

(*Vide* G. B., P. W. D., Res. No. 54-T. G., dated 30th April 1906. Dy. G. B. 612.)

1100. These rules apply *mutatis mutandis* to motor launches.

(B. G. No. 162-T-G., dated 18th May 1908. Dy. G. B. 1045.)

*Travelling allowance of an officer while travelling under a free pass on a Company's Steamer.*

C. S. R.  
999.

1101. In cases where the issue of the free pass to the officer has no connection with his official status (or his official duties) full daily allowance may be allowed for the period of such journeys but in cases where however a steamer company is bound to issue or in practice does issue free passes to certain classes of Government servants as part of some regular arrangement for the conveyance of mails, etc., the provision in Article 999, Civil Service Regulations, should be applied.

(G. I., F. D., No. 762-E. B., dated 3rd July 1913. Dy. G. I. 214.)

C. S. R.  
999.

1102. An officer has the option of drawing allowances under Article 999, Civil Service Regulations, clause (1), in the case where the Local Government has fixed the hire of the means of conveyance with which he was provided.

(A. G.'s order, dated 14th March 1910, filed with Dy. B.N.C.-1880, dated 17th January 1910.)

C. S. R.  
999 (i) (h).

1103. An officer who, while halting at a station more than five miles from his head-quarters, uses a Government motor-car for purposes of inspection, is restricted to half daily allowance whenever he actually uses a motor-car supplied by Government or a Local Fund, either for travelling from place to place or for making inspections at a place of halt in the course of a tour. For days on which the car is not used, the full allowance may be drawn, if admissible under the ordinary rules.

(*Vide* G. I., F. D., No. 104-E. B., dated 11th January 1912. Dy. G. I. 536.)

*Journey performed partly by rail, partly by Government motor and partly by ordinary conveyance.*

C. S. R.  
999.

1104. In the case of a journey performed partly by rail, partly by Government motor and partly by ordinary conveyance, the Government of India have decided that the allowances admissible are regulated by Article 1065 (iii) and the first paragraph of Article 999, Rule I (h), of the Civil Service Regulations.

(*Vide* G. I., F. D., No. 306-E. B., dated 17th January 1912. Dy. G. I. 547.)

(*Vide* G. I., F. D., No. 50-G. B., dated 10th May 1912. Dy. G. I. 106.)

C. S. R.  
999 (i).

1105. It has been decided by the Government of India that the travelling allowance of a Political Officer when travelling on duty in a motor car

supplied by a Native State shall be regulated by Article 999 (i) C. S. R. provided that if an officer travels more than 20 miles by a Durbar-motor car in a day and is entitled under the rules in the C. S. R. to draw mileage allowance in respect of the journey he shall draw for the first 20 miles half the mileage allowance ordinarily admissible under the Regulations and for the remainder one-fourth of the mileage allowance so admissible. In cases when a payment has to be made to the Durbar for the running expenses of the car, such payments should not exceed annas six a mile and will be made by Government quite apart from the travelling allowance of the officer.

(G. I., F. D., No. 131-E. B., dated 29th January 1914. Dy. G. I. 628.)

**1106.** The travelling allowances of officers using Government steamers or launches should be regulated by the following rules:—

- (1) No charge shall be made for the use of a Government steamer or launch.
- (2) An officer who travels in a Government steamer or launch shall be entitled to draw half the daily allowance ordinarily admissible to him for each day or part of a day on which he travels. If he halts on board he will be entitled to the same allowance for each complete day, on which no journey was made by such steamer or launch.
- (3) In the case of an officer who draws a permanent travelling allowance, the daily allowance, for the purpose of rule 2, shall be taken to be the amount of the monthly travelling allowances divided by 30 (Article 1046) and a deduction of half the daily allowance shall be made for each day or portion of a day on which a journey was performed by such steamer or launch.
- (4) Should a journey by rail or steamer or a road journey exceeding 20 miles precede or follow a journey by Government steamer or launch travelling allowance at the ordinary rates shall be admissible for such journey, and for the journey performed by the Government steamer or launch half the travelling allowance ordinarily admissible for a road journey (limited to half the daily allowance) may be drawn. Government launch or steamer not exceeding 27 miles the total travelling allowance admissible for that day is limited to daily allowance.

(L. G. Circular No. 10-F., dated 17th August 1908, with me no. 6792-F., dated 22nd August 1908. Dy. L. G. 1719.)

NOTE.—The steam launch "Jeannie" which is under the control of the Settlement Department should be treated as Government launch and the travelling allowance of all officers whether belonging to the Settlement Department or not, for journey performed by that vessel, should be regulated by the rules appended to Financial Department Circular No. 10-F., dated 17th August 1908, above.

C. S. R.  
999.

(L. G. No. 6955-F., dated 28th August 1908. Dy. L. G. 1774.)

**1107.** The travelling allowance of an officer who uses, for a part of a day, a Government boat of which the rate of hire has been fixed by Government for

its use should be regulated by clause (ii) and not under clause (i) of this article.

(C. G.'s order on A. G. B.'s G. A. No. 1052, dated 18th July 1906. Dy. A. G. 1257.)

**C. S. B.  
999 (ii).**

**1108.** Inspectors of the District Intelligence Staff posted to Faridpur and Jessore and entitled to draw actual boat hire whenever they engage a boat for the performance of their duties in addition to the daily allowance to which they are entitled subject to a maximum of annas eight a day for the period for which boat hire is charged.

(G. B. Political Department Police Branch, No. 4835-P. D., dated 3rd November 1913, with G. B., F. D., No. <sup>4566-P.</sup> <sub>4586 P. D.</sub>, dated 13th November 1913. Dy. G. B. 6129.)

**C. S. B.  
999.**

**1109.** The following rules regulate the travelling allowance admissible to officers of all departments travelling by Government boat :—

- (i) The travelling allowance of officers using a boat provided by Government where the cost of the crew is also borne by Government shall be governed by the rules regulating the travelling allowances of officers using Government steamers or launches.

**NOTE.**—Inspectors of Police employed in the river districts of Eastern Bengal are allowed to use boats supplied at Government expense.

- (ii) Officers travelling in a Government boat for which they pay a daily rate of hire and have to maintain the crew (wholly or in part) shall be permitted to draw :—

(a) in Assam, in the districts of the Chittagong and Dacca Division and in the Pabna District the daily allowance admissible (*i.e.*, the ordinary daily allowance increased by 50 per cent.) or mileage under the ordinary rules, as the case may be, in the Chittagong Hill Tracts the rate of mileage shall be that admissible (*i.e.*, the ordinary mileage allowance increased by 50 per cent.);

(b) in other districts, daily allowance or mileage, as the case may be, at the ordinary rates.

- (iii) The daily rates of hire payable for the use of a Government boat, for which the officers are required to provide the crew (wholly or in part), are —

	R	a.	p.
By officer whose daily allowance is R1 or less			Nil
By officer whose daily allowance is more than R1 but not more than R5.	1	0	0
By officer whose daily allowance is more than R5 but not more than R6.	1	8	0
By officer whose daily allowance is more than R6		2	0

These payments shall be deducted from the travelling allowance bills of officers. In the case of two or more officers whose daily allowances are in each case R5 or more, using one boat, the total daily rate of hire is R2 payable in proportion to the rates of daily hire payable by the officers under prescribed scale.

(L. G.'s Circular No. 11-F., dated 17th August 1908, received with memo. 6794—98-F., dated 22nd August 1908. Dy. L. G. 1720.)





the case of a journey performed partly by road and partly by motor-car, motor-boat or motor-cycle, are applicable.

(G. I., F. D., No. 168-E. B., dated 26th February 1918. Dy. G. I. 691.)

*Schedule of rates for the use of Government steamers not belonging to P. W. D.*

C. S. R.  
999 (ii).

1114. The following revised rules are issued prescribing that the same rates shall be charged to all officers, whether they belong to the Department owning the vessel or not, travelling on duty in steamers and steam-launches the property of Departments of Government other than the Public Works Department.

### Rules.

1115. The following charges will be levied from Civil Officers for journeys in the Government steamers and steam-launches, a list of which is attached to these rules :—

(a) For the first four hours during which the vessel is under steam the amount shown in column 5 of the list for each hour or each portion of an uncompleted hour.

(b) After the first four hours the amount shown in column 6 of the list for each hour or each portion of an uncompleted hour.

NOTE 1.—When two or more officers travel together in the same steamer, each officer must pay the full charge laid down in these rules.

NOTE 2.—Stoppages exceeding half an hour in duration will be deducted from the time charged.

NOTE 3.—No charge whatever will be made when the steamer or steam-launch travel empty.

Name of Vessel.	Speed.	Name of Department.	Name of District	Rate for the first 4 hours.	After the first 4 hours.
				R a	R a.
" Seal " . .	8	Forest . . .	Sundarbans Forest Division.	1 8	3 0
" Swan " . .	11	Do. . . . .	Ditto . . . . .	2 0	4 0
" Peel " . .	9	Police . . . .	24-Parganas . .	1 8	3 0
" Helen Grey " .	11.45	Forest . . . .	Sundarbans . . .	2 0	4 0
" Helen " . .	11.75	Deputy Collector in charge of Sundarbans.	Do. . . . .	2 0	4 0
" Clytie " . .	9	Police . . . .	Khulna . . . .	1 8	3 0
" Hawk " . .	12.28 at 220	Forest . . . .	Sundarbans Forest Division.	2 0	4 0
" Maud Evelyn " .	12.25	Salt . . . . .	24-Parganas . . .	2 0	4 0
" Ila " . .	10.75	Do. . . . .	Calcutta . . . .	2 0	4 0
" Nancy " . .	11.5	Police Department .	24-Parganas . . .	2 0	4 0
" May Queen " .	13	Ditto . . . . .	Khulna . . . . .	2 0	4 0

These rules do not apply to the Gazetted Officers of the Forest Department serving in the Sunderbans or to the Deputy Collector in charge of the Sunderbans and his establishment when on tour in the Sunderbans or to the officers of the Salt Department. The cases of these officers will be governed by special rules which are already in existence. The Commissioner of Excise and Salt, Bengal, who belongs to both the Excise and the Salt Departments will come under the general rules.

(G. B. Circular No. 1-T.F., dated 19th April 1907, received with G. B., F. D., No. 98-T.F., dated 19th April 1907. Dy. G. B. 497.)

(Vide G. B., F. D., Resolution Nos. 1374-F., dated 9th March 1906, and 241-T.F., dated 15th May 1906. Dy. B. G. 811.)

(G. I., F. D., No. 1215, dated 18th March 1907. Dy. G. B., 5706.)

(G. B., F. D., No. 455-T.F., dated 27th May 1907. Dy. G. B. 1102.)

(Vide B. G. No. 3479-F., dated 2nd September 1911, received with I. G. P.'s Endt.

No. <sup>95</sup>~~Bt. 424-11~~ Bt. D., dated 9th September 1911. Dy. P. L. D. 2183.)

(G. B., F. D., Circular 11-F., dated 10th August 1907. Dy. G. B. 2354.)

(Vide G. B., F. D., No. 4980-F., dated 31st December 1906. Dy. G. B. 4348.)

#### *Officers of the Salt Department.*

**1116.** Officers of the Salt Department travelling by Government boats are not subject to any deduction from the allowances ordinarily admissible when halting or journeying ashore.

(G. B., F. D., No. 333-T. F., dated 12th May 1903. Dy. G. B. 791.)

**1117.** All officers of the Salt Department for whom steamers or boats are provided by Government should, for journeys performed in such steamers or boats, be granted in lieu of mileage allowance full daily allowance at ordinary rates, without the additional 50 per cent. admissible under Appendix 29, C. S. R.

C. S. R.  
999.

(G. I., F. D., No. 437-P, dated 24th January 1906. Dy. G. I. 500.)

#### *Police Officers.*

**1118.** Police officers in the following districts will, when travelling on duty in Government boats, draw full travelling allowance, subject to the deduction of the fixed charge or hire noted in each case:—

	R	a.
Cuttack . . . . .	2	0 per diem.
Puri . . . . .	1	8 "
Jessore . . . . .	1	0 "
Murshidabad . . . . .	0	8 "
Balasore . . . . .		

(B. G. No. 2311, dated 11th August 1888. Dy. G. B. 666.)

**1119.** Police officers using Government steam-launches will draw full travelling allowance, subject to the rates of deduction laid down in paragraph III (1) of B. G., P. W. D., No. 2-T. G., dated 13th June 1892.

(Dy. G. B. 1050.)

*Commissioners or Magistrates using Police Launches.*

**1120.** When Commissioners or Magistrates travel on duty in steamers and steam launches belonging to the Police Department, they should be charged at the rates applicable to Civil Officers, that is to say, at the mileage rates.

(B. G. Cir. No. 29-F., dated 6th October 1894. Dy. G. B. 2642.)

**1121.** The Sub-divisional Officer and Khas Tehsil Officers of Contai should be charged annas eight a day for the use of the boat, which includes the wages of the *manjhi*. First Class Officers, however, are required to pay ₹1 per diem, while in all other cases a charge of eight annas per day will be recovered for each day the boat is used.

(G. B., F. D., No. 4804-F., dated 7th October 1904. Dy. G. B. 3248.)

*Sub-divisional Officer of Kendrapara.*

**1122.** The Sub-divisional Officer of Kendrapara should be charged annas eight a day for the use of the boat supplied to him during his journey on tour.

(B. G. No. 2850-F., dated 15th April 1902. Dy. G. B. 428.)

*Sundarbans Officers exempt from the rules.*

**1123.** The Commissioner in the Sundarbans and his establishments are exempted from the operation of Article 999 of the Civil Service Regulations.

(G. I., F. D., No. 6414-F.A., dated 27th December 1900. Dy. G. I. 353.)

*Hire of Elephants.*

C. S. R.  
999.

**1124.** When Government elephants are used by an officer for the carriage of articles for which, if they were carried on a cart, he would have to pay the hire of that cart, a charge of ₹2 per diem should be made for each elephant so used, but when used partly for private, and partly for official purposes, as, for instance, where an elephant carries personal luggage as well as articles, the property of Government, ₹1 per diem shall be charged for each elephant. When, however, an officer, goes out on inspection, or other such duty in tracts where it is impossible for him to travel except on an elephant, no charge at all need be made for that elephant.

(B. G. No. 2921-F., dated 12th May 1894. Dy. G. B. 642. See also C. I. T.'s Supplement.)

*Unopened Railway Line.*

**1125.** The travelling allowance of an officer travelling on a free pass on an unopened line of railway is regulated by this article.

(G. I., F. D., No. 4218, dated 28th September 1893. C.I.T.)

*Commissioner of the Presidency Division using Steam Launch "Stella."*

**1126.** A deduction of ₹5 should be made from the permanent travelling allowance of the Commissioner of the Presidency Division for every day or part of a day on which he uses his own launch "Stella."

(G. B., F. D., No. 1738-T. F., dated 22nd September 1906. Dy. G. B. 2822.)

**Camp Equipment and Horses.**

*Scope of the Article.*

1127. It is not the intention of Article 1000 that an officer should, when making ordinary journeys on tour or transfer, be entitled, in addition to his usual travelling allowances, to convey horses or camp equipment at Government expense even when the nature of his duties requires him to maintain horses or camp equipment. The scope of the article does not include the case of an officer whose transfer from one station to another is not of a specially urgent or peculiar nature necessitating arrival at his destination ready equipped. The object of the rule is to meet an *extraordinary* case in which an officer is obliged in the discharge of his official duties to make use of his horses or camp equipment in one place immediately or very shortly after having had to use them in the public service in another place, and who is therefore, in the exigencies of the service, compelled to convey them by rail or steamer. The concession is, therefore, only allowable in cases in which it is clear that the interests of the public service would suffer if an officer sent on his horses or camp equipment by road or country cart, or (in cases of distant transfers) if he sold and replaced them instead of despatching them by the quickest means at his command.

C. S. R.  
1000.

(G. I., F. D., No. 1603-Ex., dated 10th April 1896. Dy. G. I. 4.)

1128. The expression "in the interests of public service" includes the economy of an officer's time, and in the concession in Article 1000 may be allowed in cases in which the Local Government is satisfied that the conveyance of horses or camp equipment by rail or steamer will serve the interest of the public service by enabling an officer to do more work than he otherwise would in a given time.

(G. I., F. D., No. 5453 Ex., dated 29th December 1896. Dy. G. I. 343.)

*Receipts and Certificates required.*

1129. Charges on account of the carriage of tents or horses should be supported by the receipts granted by the railway authorities and the charges on account of steamer fares should be supported by the receipts of the company to which the steamer belongs, which should themselves be checked with the company's time and fare tables. Actual embarking and disembarking charges should, in the absence of receipts, be admitted on the certificate of the officer.

C. S. R.  
1000.

(B. P., No. 76-L. R., dated 25th February 1894. Madras.)

*Carriage of Motor Cars by rail at Government expense.*

1130. Regarding the carriage of motor cars by rail at Government expense, the Government of India have stated that although they do not think it desirable to lay down definite rules for the guidance of Local Governments in deciding claims to the concession under Article 1000, Civil Service Regulations, the concession should not be allowed to an officer who takes his car on tour merely with the object of using it for station work in order to avoid the expense of hiring conveyances. Though Government cannot insist upon an officer keeping a chauffeur yet in interpreting the rule it should always be assumed that he does keep one. An officer who proceeds from his head quarters on a tour

of inspection by road or by rail and at a subsequent stage arrives in a place from which his inspections could be most expeditiously and conveniently performed by motor, can be expected to send his motor by a road suited for motor traffic for 30, but not for 100 miles.

(G. I., F. D., No. 3569-P., dated 19th June 1908. Dy. G. I. 176.)

**1131.** Government reserves the power of sanctioning the carriage of motor car and motor bicycles at the expense of the State, but Inspectors and Sub-Inspectors of police may be authorised by the Inspector General of Police to carry one ordinary bicycle at the expense of Government.

(G. B. F. D., No. 1643-F., dated 7th March 1914. Dy. G. B. 9923.)

**1132.** Article 1000, Civil Service Regulations, refers primarily to private motor cars. The cost of carriage of Government motor cars is a contingent expenditure.

(A. G.'s reply to U. O. case No. 474 of 1909-1910, filed in P.A.D.)

*Incidental Expenses may be sanctioned.*

**1133.** When the Local Government is satisfied that it is in the interests of the public service that an officer required to travel should send his horse or means of conveyance by railway or steamer, such authority may at its discretion under Article 1000, Civil Service Regulations, pass incidental expenses as well as actual cost of transit of such means of conveyance, and that its discretion in the matter is final.

(G. I., F. D., No. 4618-F. O. & A., dated 5th September 1910. Dy. G. I. 266; also 5361, F. E., dated 13th October 1910, Dy. G. I. 322.)

*Extent of the power of Delegations.*

C. S. R.  
1001.

**1134.** There is no objection to the Local Government delegating its power of sanctioning payment of the actual cost of carriage of horses and camp equipment by rail to heads of departments as regards charges incurred by the officers employed under them.

(G. I., F. D., No. 3305, dated 23rd September 1886, copy received with No. 3309-P., dated 18th June 1904. Dy. G. I. 126.)

C. S. R.  
1001.

**1135.** The powers of a Local Government under Article 1000, Civil Service Regulations, have been delegated to the Comptroller and Auditor General in respect of charges for the carriage of bicycles by train in the case of officers of the general and Public Works Lists of the Indian Finance Department.

(G. I., F. D., No. 586-F. E., dated 30th April 1914. Dy. G. I. 80.)

**1136.** Article 886 of the Survey Manual is not to be considered as a delegation of powers to the Settlement Officer in the case of junior Civilians being trained in survey. Orders of the Local Government are still required in such cases.

[A. G.'s reply in U. O. case No. 143 of 1910-1911, filed in G. A. D. (Travelling Branch).]

**1137.** In supersession of all previous orders on the subject, the officers mentioned below have been authorized to sanction under Article 1000, Civil

Service Regulations, the carriage by rail or steamer, at Government cost, of camp equipment and horses of their own and of officers serving under them subject to the limitation noted against each.

Authority.	Officers.	LIMITS.	
		Camp equipment.	Horses, etc.
Director of Land Records.	For himself . . . .	Maximum of 35 maunds	3 horses.
	Settlement and Assistant Settlement Officers.	Ditto 20 "	3 "
	Officers deputed to Settlement Training Camp.	Ditto 10 "	1 horse.
	Other officers . . . .	Ditto 5 "	1 "
Director of Surveys.	For himself . . . .	Ditto 35 "	3 horses.
	Officers of the Imperial and Provincial services of the Survey of India Department.	Ditto 20 "	3 "
	Retired Officers of the Survey Department re-employed.	Ditto 20 "	3 "
	Officers of the Provincial and Subordinate Executive Service and Supervisors.	Ditto 20 "	3 "
Divisional Commissioners.	Officers returning from a Settlement Training Camp on expiry of the period of deputation.	Ditto 10 "	1 horse.
Commissioners of Excise and Salt.	For himself and subordinate officers.	(Not fixed).	
Inspector General of Police.	For himself . . . .	Maximum of 35 maunds.	3 horses.
	Deputy Inspector General of Police.	Ditto 25 "	2 "
	Superintendents or Assistants and Deputy Superintendents of Police.	Ditto 25 "	2 "
	Assistant Commandants of Police.	Ditto 25 "	2 "
Director of Agriculture	For himself . . . .	Ditto 35 "	3 "
	Officers of the Imperial Agricultural and Veterinary services.	Ditto 20 "	2 "

Authority.	Officers.	LIMITS.		Horses, etc.
		Camp equipment.		
	Officers of the Provincial Agricultural and Veterinary services, the Mycological and Entomological Collector, the Superintendent of Sericulture, the Sericultural Superintendent, Mirganj, and the Weaving Master.	Maximum of 5 maunds		1 horse.
Registrar of Co-Operative Societies.	For himself . . . . .	Ditto	20 „	2 horses. 1 bicycle.
	Officers of the Department .	Ditto	10 „	1 horse. 1 bicycle.
Conservators of Forests	For himself . . . . . Deputy Conservators.	Ditto	20 „	2 horses. 1 bicycle.
	Assistant Conservators and officers of Provincial service when in charge of a Forest Division.	Ditto	20 „	2 horses. 1 bicycle.
	Assistant Conservators and officers of Provincial service when not in charge of a Forest Division.	Ditto	10 „	1 horse. 1 bicycle.

(G. B. Circular No. 30-T. F., dated 2nd October 1913, forwarding Resolution No. 1292-T. F., dated 2nd October 1913. Dy. G. B. 5094; and G. B. F. D., No. 4752-F., dated 20th November 1913. Dy. G. B. 6439.) G. B. F. D. No. 19-F., dated 6th January 1914. Dy. G. B. 7718.)

(See also Appendix 5.)

**C. S. R. 1001.** **1138.** All officers mentioned in Government order, No. 1292-T. F., dated 2nd October 1913. (Dy. G. B. 5094) have been authorised to sanction under Article 1000 the carriage at the expense of Government of one bicycle for themselves or officers subordinate to them.

(B. G. No. 1103-F., dated 14th February 1914. Dy. G. B. 9204.)

#### *Military Officers on Famine Duty.*

**C. S. R. 1001.** **1139.** Military officers deputed on famine duty are allowed, both when proceeding on famine duty and returning to their regiments, to rail one or two horses, as required, and the necessary camp equipment at the expense of the State.

(G. I., F. D., No. 4128-S. R., dated 16th September 1897. Dy. G. I. 229.)

## Section II.—Classification of Officers.

*Personal Allowance not included.*

**1140.** Pay does not include personal allowance for the purpose of determining an officer's class under Article 1002, Civil Service Regulations.

C. S. R.  
1002

(G. I., F. D., No. Ex.-5119, dated 5th December 1896. Dy. G. I. 300.)

*Third class Officers officiating in a 2nd class appointment are entitled to 2nd class rates.*

**1141.** A 3rd class officer officiating in an appointment included in the 2nd class is entitled to travelling allowance at 2nd class rates.

(G. I., F. D., No. 1703, dated 6th May 1889. Dy. G. I. 95.)

**1142.** For travelling allowance purposes the status of a retired Provincial Service officer of the Survey of India who has been re-employed is what it was immediately before his retirement.

(G. I., R. and A., No. 204—8-2, dated 3rd February 1905, copy received with G. I., F. D., No. 657-E. B., dated 19th May 1914. Dy. G. I. 99.)

*Deputy Magistrates in charge of Sub-divisions are 1st class Officers.*

**1143.** Deputy Magistrates and Deputy Collectors when placed in charge of sub-divisions having head-quarters other than the head-quarters station of the whole district are entitled to travelling allowance at 1st class rates. The daily allowance admissible to them is therefore R 4 which is the rate fixed for Deputy Magistrates and Deputy Collectors when belonging to the 1st class of officers.

(G. I., F. D., No. 3237-S. R., dated 24th July 1897. Dy. G. I. 161. Entry No. 6, Appendix 18, Civil Service Regulations, and A. G.'s order filed with the case of Mr. A. K. Roy, Sadar Sub-divisional Officer, Krishnagar, in Bundle No. G. A. 247 of 1908-09.)

*Deputy Collectors in charge of Canal Revenue Divisions paid at 1st class rates.*

**1144.** Deputy Magistrates and Deputy Collectors in charge of Canal Revenue Divisions in Bengal are entitled to travelling and halting allowances at 1st class rates.

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(G. I., F. D., No. 4285-P., dated 30th July 1906. Dy. G. I. 223.)

*Court Copyists not entitled to Travelling Allowance.*

**1145.** Copyists of all Revenue and Judicial Courts who are paid at the rate of annas 2 out of 3 annas per folio on all copies made by them are not officers of Government, and are therefore not entitled to travelling allowance.

(A. G.'s decision, dated 25th September 1901, filed with <sup>T. R.</sup><sub>694</sub>, dated 30th September 1901.)

*Educational Officers.*

**1146.** Inspectors and Assistant Inspectors of the Provincial Educational Service are classed irrespective of the pay they may be drawing as 1st and 2nd



class officers, respectively, for the purpose of the travelling allowance rules, with effect from 1st April 1898. The daily allowance admissible under the orders will be at the rate laid down in Appendix 25 of the Civil Service Regulations.

(G. I., H. D., Nos. 361, 366, dated 3rd November 1898, received with G. I., F. D., No. 5103-S. R., dated 22nd November 1898. Dy. G. I. 275.)

**1147.** Officers of the Sub-Educational Service in receipt of a salary not exceeding Rs. 100 a month, who are appointed either substantively or temporarily as Deputy Inspectors of Schools, are treated as 2nd class officers for the purpose of railway journey and road mileage, but draw daily allowance at 3rd class rates.

(G. I., H. D., No. <sup>871</sup>Dy. G. I. 170, dated 5th August 1899, received with B. G. No. 2545, dated 16th August 1899. Dy. G. B. 2183.)

*Medical Officers.*

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**1148.** Uncovenanted Medical Officers in the Bengal Presidency, whose pay rises from Rs. 350 to Rs. 750 a month, should be treated as 1st class officers for the purposes of the Civil Service Regulations.

(G. I., F. D., No. 11, dated 4th January 1887. Allahabad.)

**1149.** All Civil and Military Assistant Surgeons who hold independent medical charge of Civil districts shall be granted travelling allowance at 1st class rates.

(G. I., F. D., No. 4703-S. R., dated 28th October 1898. Dy. G. I. 249.)

**1150.** A retired Honorary Commissioned Officer of the Indian Subordinate Medical Department will, when re-employed on plague and famine duty, be treated as a 1st class officer, and should be allowed double 1st class fare when travelling by rail, and annas 8 a mile when travelling by road.

(G. I., F. D., No. 1220-S. R., dated 15th March 1899. Dy. G. I. 418.)

**1151.** The travelling allowance of Medical Warrant Officers in independent medical charge of Civil stations should be regulated in accordance with their Military rank, as laid down in Article 1002; Warrant Officers of the 1st class drawing travelling allowance at 1st class rates, and those of the 2nd class at 2nd class rates.

(G. I., F. D., No. 2892-S. R., dated 2nd July 1897. Dy. G. I. 123.)

*Military Officers deputed to Famine or Plague duty.*

**1152.** A question having been asked by the Adjutant General in India whether Military Officers detailed for famine duty are entitled to conveyance for a horse and tents at the expense of the State under Article 84, Civil Service Regulations, the Government of India decided that Military Officers deputed on famine relief work or plague duty should receive travelling allowances under the Civil Service Regulations as 1st class officers.

(G. I., M. D., No. 718-C, dated 19th April 1897. G. I., F. D., No. <sup>Ex.</sup>1014, dated 29th April 1897. Dy. G. I. 44.)

*Civil Officers deputed to Plague Duty.*

**1153.** The Lady Nurses on plague duty are entitled to double 1st class fare by rail when travelling on duty.

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(G. I., No. 747, dated 4th June 1898, received with B. G. No. 3652-Medl., dated 16th June 1898. Dy. G. B. 1165.)

**1154.** The Plague Inspectresses in Bengal are entitled to double 2nd class fare by rail when travelling on duty.

(G. I., No. 1695, dated 6th October 1899, received with B. G. No. 422-T. P., dated 28th October 1899. Dy. G. B. 3206.)

*Non-official Members of Text-book Committees, etc.*

**1155.** Non-official members of Text-book Committees are, like members of District Boards, entitled under Chapter LII, Civil Service Regulations, to travelling allowance at second class rates for attending the meetings of the committees

(G. I., F. D., No. 5574-T. A., dated 23rd October 1902. Dy. G. I. 274.)

**1156.** The Local Government is authorized to sanction actual expenses incurred by non-official gentlemen especially invited to attend, for examination, public commissions of enquiry held under the orders of Government.

(G. I., F. D., No. 942, dated 23rd February 1889. Dy. G. I. 765.)

*District Board Meetings.*

**1157.** Government officers of the 1st class under the Civil Service Regulations shall draw travelling allowance at first class rates for attending meetings of a District Board or of a Joint Committee, but only the amount to which they would have been entitled at second class rates shall be charged to the District Fund.

(B. G. No. L-1-T.—1-32, dated 14th April 1896. Dy. G. B. 194.)

**1158.** The entire charge on account of the travelling allowance drawn by official members of District and Local Boards in Western and Eastern Bengal when attending meetings of the Boards will be met from Provincial Revenues.

(B. G. No. 495-T.L. S. G., dated 17th June 1913. Dy. G. B. 2034.)

**1159.** For the purposes of the Civil Service Regulations, all District Engineers may, at the discretion of the local authority, be held to be officers of the 1st class, irrespective of pay.

Probationary Sub-Deputy Collectors drawing pay at Rs50 per mensem are officers of the 3rd class.

(A. G. B.'s letter G. A.—1771, dated 19th September 1906. Dy. A. G. 1823.)

**1160.** Probationary Deputy Collectors serving in Eastern Bengal are officers of the 2nd class.

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(G. I., H. D., 1277, dated 15th December 1908, with F. D., 7230-F. O. and A., dated 22nd December 1908. Dy. G. I. 340.)

**1161.** The Deputy Magistrate or Sub-Deputy Collector employed as colonization officer for the Bakargunge portion of the Sunderbans may draw travelling allowance at the rate allowed to Sub-divisional Officers. (The appointment has been sanctioned for 5 years from 2nd April 1910.)

(G. I., F. D., 5791-Ex., dated 2nd November 1910. Dy. G. I. 212, and 6186-Ex., dated 3rd November 1910. Dy. G. I. 240.)

**1162.** Female Inspecting Officers of lower rank than Inspectresses are second class officers for the purpose of Travelling Allowance rules.

(G. I., H. D., 444—451, dated 3rd July 1905. and 3906-P., and 8th July 1905. C. P.)

**1163.** Applicants for appointments in the Uncovenanted Medical Service employed under the orders cited below on a salary of Rs. 350 a month may be granted travelling allowance to and from the places to which they are posted at the rates of double second class fares for journeys by rail and four annas a mile for journeys by road.

(G. I., F. D., 2565-S. R., dated 8th June 1897. C. P.)

#### *Delegates of Municipalities.*

**1164.** Commissioners of Divisions are in future authorized to sanction the payment, from Provincial Funds, of the travelling expenses incurred by the delegates of Municipalities and District Boards in attending meetings held for the purpose of recommending members for the Bengal Legislative Council. The delegates will receive travelling allowance according to the scale of rates admissible to officers of the second class under the Travelling Allowance Regulations.

(B. G. No. 5724-T., dated 8th November 1898. Dy. G. B. 3278.)

*Students on training at Agricultural College draw travelling allowance at 3rd class rates.*

**1165.** Students who may be selected by the Local Government to undergo a course of training at a Government Agricultural College in India will draw actual travelling expenses from Government Revenues. In the absence of special orders to the contrary they will be paid at the rates applicable to third class officers.

(G. I., Agri. Dept., No. 786—83-2, dated 11th April 1906, received with G. I., F. D. endorsement No. 2191-D., dated 21st April 1906. Dy. G. I. 29, and A. G., E. B. and Assam's No. G. A.—1126, dated 22nd June 1906. Dy. A. G. 730.)

#### *Inspection of Cooch Behar Public Works.*

**1166.** The Superintending Engineer, Northern Circle, is entrusted with the periodical inspection of Public Works in Cooch Behar and is permitted to receive from the Cooch Behar State a fee of Rs. 150 for each visit, in addition to travelling and halting allowances to which he may be entitled under rule. The remuneration for the work should, in the first instance,

be paid from Government and subsequently recovered from the Cooch Behar State. The visits would not exceed four in a year.

(*Vide* G. I., F. D., No. 125-I.B., dated 10th January 1905, and No. 3747-I. B., dated 8th October 1901, received with endorsement No. 1947-Est. A., dated 29th June 1911. Dy. G. I. 182; also B. G. No. 680-P. D., dated 10th May 1907, received with No. 3256-P., dated 3rd July 1911. Dy. G. B. 2173.)

*Khasmahals and District Boards.*

**1167.** In cases of journeys performed by District Engineers for the double purpose of inspecting the works of Khasmahals and District Boards, their travelling charges should be divided in equal proportions between Government and the District Boards.

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(B. G. No. 1141-L. S. G., dated 19th March 1901. Dy. G. B. 5597.)

**1168.** Probationary Non-Indian Medical Service Dy. Sanitary Commissioners should be treated as first class officers for the purposes of the travelling allowance rules.

(G. I., F. D., No. 715-E. B., dated 18th June 1913. Dy. G. I. 167.)

**1169.** Muhammadan Marriage Registrars who may be directed by Magistrates to conduct local enquiries under section 202 of the Code of Criminal Procedure, 1898, in connection with complaints of offences relating to marriage where the parties are Muhammadans, may draw travelling allowance on the terms on which it is granted to Honorary Magistrates under Article 1003. These officers while employed on such enquiries will receive daily allowance at the rate of Rs. 1-8-0.

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(G. I., H. D., No. 455, dated 1st November 1910, with F. D. No. 5975-C. S. R., dated 16th November 1910. Dy. G. I. No. 229 and L. G. No. 68-72-J., dated 18th January 1911, with F. D. No. 657-F., dated 27th January 1911. Dy. L. G. No. 2916.)

**1170.** Honorary Magistrates can draw mileage for any day without the restriction of 20 miles limit laid down in Article 1905, Civil Service Regulations. When Honorary Magistrate's journey is not to or from his home, he may, if he likes, draw daily allowance instead of mileage.

Where there are three classes of accommodation in a railway, *viz.* :—1st, Intermediate and 3rd, they may be allowed to draw double 1st class fare on the analogy of Article 1011 (b), Civil Service Regulations.

(*Vide* A. G.'s order, dated 19th November 1910 and 24th January 1911.)

*Travelling Allowance of Honorary Magistrates.*

**1171.** The term "residence" occurring in Article 1003 is held to mean "House" of residence and not "town or village" of residence.

(*Vide* A. G.'s order, dated 24th August 1911.)

*Non-official Members of Text-book Committees, etc.*

**1172.** The non-official members of the "Special Committee appointed to consider the course of study and the text-books to be prescribed for primary and

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middle standards" may be allowed actual hotel, travelling and carriage expenses

(B. G. No. 2235-T. G., dated 26th October 1906. Dy. G. B. 3416.)

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[Notes 2.]

**1173.** The Director of Public Instruction is authorized to grant travelling allowances, in accordance with the provisions of this Article, to non-official gentlemen, who may be invited to attend meetings, Conferences, etc., convened by him to consider questions relating to educational matters.

The discretion allowed by this Article to grant, in lieu of travelling allowance under the Civil Service Regulations, the travelling, hotel and carriage expenses actually incurred by non-official gentlemen, should be exercised in special circumstances.

(G. B. No. 3148-F., 1194-I. G., dated 13th August 1912. Dy. G. B. 2880.)

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**1174.** Non-official charge Superintendents and such officials employed on Census work in the capacity of charge Superintendents, as are not entitled to travelling allowances under the ordinary rules, get their actual travelling expenses.

(G. I., F. D., 1795-C. S. R., dated 22nd March 1911. Dy. G. I. 598.)

Throughout the province of Eastern Bengal travelling allowance at the rates ordinarily admissible to an officer of the second class should be granted to Government pleaders for journeys performed on duty.

(L. G. No. 7417-65-F., dated 11th December 1909. (L. G. 2404.)

#### *Mate Pilots.*

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**1175.** Mate pilots have been declared to be 1st class officers within the meaning of Article 1002 of the Civil Service Regulations.

(B. G. No. 1985-Marine, dated 7th December 1905. Dy. G. B. 4845.)

#### *Non-official Members of the Mining Board.*

Non-official members of the Advisory Board for the Mining Institute in colliery districts when attending the meetings of the Board are entitled to travelling allowance at first class rates from such distance as would ordinarily entitle a Government official to travelling allowance.

(G. B. No. 447-T. F., dated 26th May 1906. Dy. G. B. 1014.)

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**1176.** Non-official members of the Advisory Board of Fisheries in Bengal are authorised to draw, with effect from 8th July 1909, travelling allowance at first class rates admissible under the Civil Service Regulations to Government officials.

(G. I., F. D., No. 6067-F. O. and A., dated 2nd December 1909. Dy. G. I. 444.)

#### *Public Prosecutor of 24-Parganas.*

**1177.** For the purposes of travelling allowance the Public Prosecutor of the 24-Parganas is declared a first class officer.

(B. G., F. D., Order No. 394-F., dated 16th November 1911. Dy. G. B. 5370.)

**1178.** Persons appointed as Sub-Assistant Surgeons for temporary employment on cholera duty are granted travelling allowance to and from the places to which they are appointed at the rates of double intermediate class fares for journey by rail and two annas a mile for journey by road.

(G. I., H. D., No. 1239-Medl., dated 27th June 1900. G. I., F., etc., No. 3375-Ex., dated 6th July 1900. C. P.)

*Honorary Organizers of Co-operative Credit Societies.*

**1179.** Local Governments and Administrations are authorised to grant travelling allowance at the rates admissible under the Civil Service Regulations to all classes of honorary organizers employed in connection with the work of co-operative credit societies. The class, to which the gentlemen so employed would belong, is to be declared by the Registrar, subject to the understanding that no organizer who is an ex-Government servant, will be entitled to travelling allowance by a higher class than that to which he belonged when last in Government service. Their travelling allowance bills should in all cases be countersigned by the Registrar.

(G. I., Rev. and Agri., Cir. No. 4—106-1, dated 4th February 1907, received with G. I., F. D., No. 1145-P., dated 4th March 1907. Dy. G. I. 616.)

**1180.** Persons appointed as Sub-Assistant Surgeons for temporary service in connection with famine and plague, are granted travelling allowance to and from the places to which they are posted at the rates of double intermediate class fares for journey by rail and two annas a mile for journey by road.

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(G. I., H. D., No. 739-Medl., dated 16th April 1900. G. I., F., etc., 3132-Ex., dated 4th May 1900. C. P.)

**1181.** Persons appointed as Civil Assistant Surgeons for temporary service in connection with famine and plague are granted travelling allowance to and from the places to which they are posted at the rates of double second class fares for journey by rail and four annas a mile for journey by road.

(G. I., H. D., No. 739-Medl., dated 16th April 1900. G. I., F., etc., No. 3132-Ex., dated 4th May 1900. C. P.)

**Combination of Appointments.**

*Collector in temporary charge of Commissioner's Office.*

**1182.** The fixed travelling allowance of a Commissioner should not be granted to a Collector put temporarily in charge of a Commissioner's office.

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(G. I., F. D., No. 200-S. R., dated the 13th January 1900. Allahabad.)

**1183.** A Subadar placed in charge of the office of the Commandant or Assistant Commandant in charge of Military Police Battalion should be allowed travelling allowances as an Inspector of Police in charge of the office of a Superintendent, Assistant Superintendent or Deputy Superintendent.

(L. G. No. 6018-F., dated 1st October 1910. Dy. L. G. 1776.)

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1010.

**1184.** The Upper Subordinate who may be placed in charge of the Kishoregunj Sub-Division is entitled to the travelling allowance of an Assistant Engineer.

(G. B., P. W. D., No. 1766-J., date 13th May 1913. Dy. G. B. 1220.)  
(No. 568, dated 31st May 1913.)

*District Judge in additional charge of another district.*

**1185.** A District and Sessions Judge of one district placed in charge of the current duties of another district, in addition to his own, should, when visiting the second district on duty, be treated as on tour. The question whether he does or does not draw charge allowance does not effect his title to halting or other travelling allowance under the rules.

(G. I., F. D., No. P-679, dated 8th February 1893. Allahabad.)

*Heads of Departments, etc., may grant travelling allowance to officers placed in charge of the current duties of an office.*

**1186.** The powers of the Local Government to grant under Article 1010, Civil Service Regulations, the travelling allowance attached to an office to an officer placed in charge of the current duties of that office are delegated to Heads of Departments and Commissioners of Divisions in respect of officers whom they are authorised to place in charge of such current duties.

(B. G. Cir. 3-T. F., dated 26th April 1910. Dy. G. B. 605.)

**1187.** The following revised list shows the names of certain of the Sub-divisions in the Irrigation and Roads and Buildings Branches of the Public Works Department in Bengal and the rates of travelling allowance granted to Upper Subordinates who may be placed in charge of them.

Division.	No.	Sub-Division.	Nature of work.	Rate of T. A. to be drawn when held by a Subordinate.
Cossye . . .	1	Lachmapur .	Irrigation Revenue	Assistant Engineer's travelling allowance.
	2	Panskura . .	Do.	Sub-Engineer's travelling allowance.
Northern drainage and Embankment.	3	Surjipur . .	Embankments .	Supervisor's travelling allowance when the Sub-Division is held by an Overseer.
	4	Edilpur . .	Irrigation Revenue	Assistant Engineer's travelling allowance.
Nadia Rivers .	5	Krishnagar .	Embankments and Provincial works.	Supervisor's travelling allowance when Sub-Division is held by an Overseer.

Division	No.	Sub-Division.	Nature of work.	Rate of T. A. to be drawn when held by a Subordinate.
Midnapore . .	6	Contai . .	Navigable canals and Embankments.	Supervisor's travelling allowance when Sub-Division is held by an Overseer.
Dacca . .	7	Mymensingh	Roads & Buildings 6,332 sq. miles.	Assistant Engineer's travelling allowance.
	8	Dacca . .	Roads & Buildings mostly boat travelling.	Sub-Engineer's travelling allowance.
Circle and Eastern Canals.	9	Khulna . .	Irrigation . .	Sub-Engineer's travelling allowance.

(G. I., P. W. D., No. 182-E., dated 4th February 1913, copy forwarded with G. B., P. W. D., No. 519-G., dated 13th February 1912. Dy. G. B. 7500.)

## Chapter LII.—Mileage Allowances.

### Section I.—Travelling by Railway.

#### Class Accommodation.

*Maximum pay is meant.*

**1188.** The word pay as used in Article 1011 (c) (ii) should be held to mean the pay or *maximum pay* of an appointment.

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1011.**

(G. I., F. D., No. 1562-S. R., dated 7th April 1898. Dy. I. G. 11.)

**1189.** A higher rate of travelling allowance may be granted to any officer of the 2nd or 3rd class who does not actually travel by a train which does not provide the class of accommodation to which he is ordinarily entitled subject to any restrictions which the Local Government may impose and subject to the condition that the head of his department attaches a certificate to the bill that it was necessary in the public interest for the officer to travel by such a train.

(G. I., F. D., No. 766-E. B., dated 28th June 1913, received with G. I., F. D., Endorsement No. 350-E. B., dated 16th March 1914. Dy. G. I. 731.)

**1190.** Officers of the first, second and third classes should be allowed double the fare of the class in which they are entitled to accommodation for journeys by a train which contains only one class of accommodation notwithstanding the

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1011 and  
1012.**



fact that accommodation in the class to which the officer is entitled does not exist in the particular train by which the journey is made.

The expression "where there are only two classes" in Article 1011 is to be taken as meaning where only two such classes are provided in the general passenger trains of the railway concerned.

(G. I., F. D., 1021-C S. R., dated 24th February 1911. Dy. G. I. 329.)

*Darjeeling-Himalayan Railway.*

**1191.** Clause (c) (ii) of Article 1011, Civil Service Regulations, is not operative on the Darjeeling-Himalayan Railway, which must be regarded as a special line, as clerks in the Secretariat and attached offices, drawing less than Rs. 100 per mensem, are granted third class passes only.

(B. G. No. 4437-F., dated 14th August 1891. Dy. G. B. 1884.)

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1013.**

**1192.** Under Article 1013 of the Civil Service Regulations, the travelling allowance ordinarily admissible to Government officers is subject to certain reductions when free transit is allowed by rail. The circumstances under which a free pass may be given are irrelevant and it is immaterial whether it is held by an officer in his official capacity or not.

(*Vide* G. B. Cir. No. 5-T. F., dated 26th April 1911.)

**C. S. R.  
1014.**

**1193.** All officers of the Police Force are, when on duty, entitled to travel by State Railways in first class carriages at second class fares, and men on duty in second class carriages at the lower class fares. This concession, however, in no case entitles any member of the Police Force to travel in a higher class than he is entitled to do under Article 1011.

(G. I., P. W. D., Cir. 2-Railway, dated 24th January 1884.)

**Section II.—Travelling by Sea or River.**

*River Steamers.*

**C. S. R.  
1016**

**1194.** A steam vessel of more than 90 tons gross tonnage, or one of whatever size which belongs to a regular steamer service for the conveyance of passengers at fixed fares, is a river steamer for the purpose of regulating travelling allowances.

(B. G. No. 560-T. F., dated 29th September 1896. Dy. G. B. 2912.)

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1016.**

**1195.** Local Governments are competent to sanction passages to London, the steamer lines offering the cheapest passages being selected on all ordinary occasions.

(G. I., C. and L., 6753-P. O., dated 28th November 1905, with F. D. 7091-P., dated 30th December 1905. Dy. G. I. 167.)

**NOTE 1.**—For a list of ports and lines of steamships to be selected when providing officers and others with passage in ordinary cases see Appendix 3.

**NOTE 2.**—For rules regarding the commission allowed by P. and O. Company and B. I. S. N. Company on passages booked by Government servants and the mode of recovery, etc., see Appendix 3, Part II.

*Steam Launches.*

**1196.** A steam-launch has been defined by the Government of Bengal to be a steam vessel, not exceeding 90 tons gross tonnage, which does not belong to a regular steamer service for the conveyance of passengers at fixed fares.

(B. G. No. 560-I. F., dated 29th September 1896. Dy. G. B. 2912.)

*Scale of Accommodation.*

**1197.** Although any means of conveyance by sea may be employed for Government passengers (other than Military or Marine), the vessels of the B. I. S. N. Company should be preferentially employed, provided that the conditions offered are in all respects equal to those offered by the vessel available for use by Government.

(G. I. No. 2537, dated 23rd May 1890. Dy. G. I. 83.)

*Certificates for Servant's fare.*

**1198.** When passage money is drawn under this article for private servants accompanying an officer in a journey by sea or river, a certificate showing the number of servants who actually accompanied him should be called for.

(A. G. B. Cir. No. <sup>T. M.</sup><sub>T. D. D.</sub> 273, dated 20th December 1904.)

*Weight of baggage allowed by the P. and O. C. to Government Officers proceeding to and from India by their route.*

**1199.** The free allowance of baggage (4 cwt. to first class and 3 cwt. to 2nd class Government passengers) hitherto confined to the outward voyage is until further notice extended to all homeward passages taken in the Company's steamers.

(S. of S.'s Desp. No. 12, dated 4th May 1899, received with G. I., F. D., No. 2668-S. R., dated 19th June 1899. Dy. G. I. 160.)

**Table Money.**

**1200.** All sums paid to the Steamer Company in accordance with its tariff for messing charges, for meals taken on board are reckoned as passage money and may be claimed by an officer. Table money is not deducted from such claims made by a first class officer unless they include dining charges.

**C. S. R.  
1022.**

(C. C. Cir. No. 52-A., dated 12th August 1890. Dy. 632.)

**1201.** Full messing charges according to Company's tariff may be passed to an officer of any class who certifies that he has paid such full charges for messing on that day and that he has actually dined on board, even though he may have left the steamer before 6 p. m.

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1022.**

(C. C. Cir. No. 52A., dated 12th August 1890. Dy. 632 and G. I., F. D., No. 2999-A., dated 14th June 1890. Dy. 19.)

**1202.** It is held that dinner is provided on board for a first class officer (not being a Native of India hindered by caste or other religious scruples from availing himself of the board provided by the Company) if he is on board the steamer between the hours of 6 and 8 P.M., and table money is recovered from him for that day.

(C. C., No. 1617-R., dated 29th October 1892. Dy. 712.)

NOTE.—Salary in Article 1022 does not include Exchange Compensation Allowance.

*Table money not to be raised in the same proportion as daily allowance in special localities.*

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1023.

**1203.** The daily allowances paid to officers for table money under Article 1123, Civil Service Regulations, are not to be raised in the same proportion as the daily rates of travelling allowance (1140) when the journeys by sea or in a river steamer are made in the special localities referred to in this article.

(G. I., F. D., No. 503, dated 25th May 1884, referred to in G. I. 3233-T. A., dated 4th June 1903. Dy. G. I. 111.)

**1204.** A question having arisen as to whether table money at the increased rate is admissible to settlement officers, it was decided that it cannot be raised in the same proportion as daily allowance on the analogy that table money does not follow daily allowance when latter rises for special considerations.

(A. G.'s decision filed with Dy. S. D. 879, dated 11th March 1907.)

#### *Leadsman Apprentices.*

**1205.** Leadsman apprentices who are sent out by the Port Officer, Calcutta, to acquire a knowledge of the Refuge Houses on the sea-face of the Sundarbans and of the Orissa and Chittagong coasts are entitled to draw a mess allowance at the rate of Rs. 1-8-0 a day each, instead of the ordinary daily rate of table money admissible under this article.

(G. I., F. D., No. 2272-Ex., dated 14th May 1895. Dy. G. I. 78.)

#### *Non-official Members of District Boards, etc.*

C. S. R.  
1020.

**1206.** The amount of table money to be allowed to non-official members of District Boards travelling by steamer to attend meetings of the Board, or of a Joint Committee, will be the maximum amount of daily allowance fixed for officers of the second class, under Article 1063, Civil Service Regulations.

(B. G. No. 3653-L. S. G., dated 24th November 1893. Dy. G. B. 3270.)

**1207.** (a) Table money admissible under Article 1023 should be passed on a certificate from the officer to the effect that he dined on board the steamer.

(A. G.'s Order, dated 2nd August 1912, filed in Bundle No. G. A. 285 of 1912-13.)

NOTE.—The Rivers Steam Navigation Company's charge for messing is Rs. 4 for first class passengers and also for second class passengers, who sit at the first class table.

(b) The latter are also allowed to make their own arrangements with the butler.

(F. D., No 1939, dated 18th December 1909, and F. D. 547, dated 16th February 1910, from Macneill & Co. Dy. Mis. 1080 and Mis. 1252.)

(c) Officers are not entitled to draw messing allowance under Article 1023 on behalf of their servants who accompany them on journeys by steamer.

(G. I., F. D., 5118-Ex., dated 4th December 1896. Dy. 89.)

*Passage-money admissible to officers coming out from England on first appointment.*

1208. Attention having been drawn to the difference between the rates of passage-money which obtains in respect of Military and Civil officers who, instead of being provided with a free passage, receive an allowance in lieu of it, it has now been ruled that the rate of £45 (£47-10-0 less £2-10-0 for messing) now allowed to Military officers will, in future, be applicable to Civilians, also including officers who on first appointment receive passage allowance in lieu of passage and who do not get pay during the voyage, and that Civil officers on arrival in England from India are liable to pay their messing in the same way as officers who arrive in India from England at the rates applicable to Military officers.

C. S. R.  
1027.

S. of S.'s Desp. No. 119, dated 8th July 1897, received with G. I., F. D., No. 3454, dated 6th August 1897. Dy. G. I. 172.)

*Secretary of State to be advised for recovery of Messing Charges.*

1209. With reference to Article 1027, Civil Service Regulations, it has been directed by the Government of India that the Secretary of State for India should be advised when recoveries of messing charges are not made in India, and have in consequence to be made in England.

(G. I., F. D., No. 2627, dated 10th June 1899. Dy. G. I. 90.)

1210. The highest rates of table money laid down in rule 255, Appendix 19, are applicable only in the case of sea-going vessels and not in the case of inland vessels.

C. S. R.  
1030.

(G. I. No. 926, dated 17th February 1882. C. P.)

### Crossing River by Steamer.

*Jatrapur to Dhubri.*

1211. The journey from Jatrapur to Dhubri is not such a crossing of a river in the course of a railway journey as is contemplated by Article 1031.

C. S. R.  
1031.

(C. G. No. 645, dated 16th July 1891. Dy. C. G. 578.)

*Goalundo to Naraingunge.*

1212. The journey between Goalundo and Naraingunge is not a "river crossing" within the meaning of this article.

(B. G. No. 137-F., dated 10th January 1895. Dy. G. B. 3957.)

**Embarking and Disembarking.***Conveyance of Camp Equipment and Horses when allowed.*

C. S. R.  
1082.

1213. Charges for the conveyance of an officer's camp equipment and horses from the quay to vessel and *vice versa* may be allowed in cases where the cost of their carriage by steamer is paid by Government under Article 1000, and should be disallowed in cases where the cost is not paid by Government under that article.

(G. I., F. D., No. 2153, dated 16th May 1896. Madras.)

*Cooly hire allowed.*

1214. Cooly hire for the carriage of personal luggage from the quay to a vessel moored alongside a wharf or *vice versa* is admissible.

(G. I., F. D., No. 1373-Ex., dated 28th March 1896. Burma.)

NOTE.—Embarking and disembarking charge are admissible for journeys by river as well as for journeys by sea. Details of the charges are required in both cases.

(Burma G. F. D. C. No. 9, dated 27th January 1897.)

**Section III.—Travelling by Road.****Ordinary Mileage Rate.***Extent of Application.*

C. S. R.  
1084.

1215. This article applies to special mileage rates when travelling by road and also to cases in which an officer is paid for railway travelling by mileage instead of by fare.

(Madras.)

*Travelling allowance for journeys performed by motor car between places connected by railway.*

1216. The travelling allowance of an officer to whom a motor car is supplied under the rules for the purchase and maintenance of motor cars at the public expense for the use of Government officers other than Heads of Provinces will be regulated by the ordinary rules in Part XI of the Civil Service Regulations

and not by special rule 1 (h) under Article 999 of those Regulations, provided that :—

- (a) if an officer travels more than 20 miles by Government motor car in a day, he will draw for the first 20 miles the mileage allowance ordinarily admissible under the Regulations and for the remainder  $\frac{3}{4}$  of the mileage allowances so admissible ;
- (b) if a journey by Government motor car is combined with a road journey by ordinary conveyance, the officer so travelling will draw the mileage allowance ordinarily admissible for the first 20 miles or for the portion of the journey performed by ordinary conveyance whichever is greater, and for the remainder  $\frac{3}{4}$  of the mileage allowance so admissible ;
- (c) if a journey by road wholly or partly by motor car is combined with a journey by rail or steamer, the officer so travelling will draw the allowances admissible under Article 1065 (iii) of the Civil Service Regulations modified in respect of the road journey whether made by the motor car or otherwise, with reference to rules 5 (a) and 5 (b) of these rules ;
- (d) the travelling allowance of chauffeurs will continue to be regulated by rule 1 (j) under Article 999, Civil Service Regulations.

Officers to whom at the date on which these rules come into force motor cars have been already supplied at Government expense will continue to use them on the existing terms and subject to the provisions of rule 1 (h) under Article 999 of the Civil Service Regulations until the cars now used by them have been worn out. The use of new cars applied after such date to such officers will be regulated strictly in accordance with the rules now promulgated.

(G. I., F. D., No. 250-E. A., dated 15th July 1912. Dy. G. I. 253.)

1217. The Local Government has been authorised to decide whether road mileage should be passed to an officer performing journeys by motor car between places connected by railway or whether his travelling allowance should be limited to what would have been admissible had the officer travelled by rail in the ordinary way. The principle which the Government of India consider should be followed in deciding such questions is, whether any public interest was served by the road journey which would not have been served had the officer travelled by rail such as the saving of public time or inspection work *en route*, etc.

C. S. R.  
1034.

(G. I., F. D., No. 7278-P., dated 9th December 1907. Dy. G. I. 511.)

*Between places connected by railway.*

1218. It has been directed by the Government of Bengal that officers making journeys by motor between places connected by rail and charging road mileage in respect of them should attach to their travelling allowance bills a short explanation of the circumstances under which the charge is made. In the case of travelling allowance bills countersigned by a controlling office the propriety of the journey by motor car should be scrutinised by that office

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and his countersignature should be accepted by the Accountant General as admitting the necessity of the journey. In the case of officers whose travelling allowance bills are not countersigned, the officer concerned should obtain the sanction of Government to the admission of his bill if the Accountant General is not satisfied on the face of the explanation attached to the bill regarding the necessity of the journey made by motor.

It has also been laid down as a general principle to be followed for such motor journeys that when a tour by motor may be reasonably held to be necessary, if commencing from a place distant from head-quarters, the charge on account of the journey to such point should be limited to the amount chargeable, had the officer proceeded there by rail, assuming rail communication to be available. It is considered by the Government of Bengal that the touring officer will draw travelling allowance on a liberal scale on the motor mileage and the double 1st class fare by rail should cover the cost of taking the motor by road to the point in question. Government also considers that it should very rarely be necessary to take the motor there by rail.

(B. G., Municipal Dept. No. 585-T. San., dated 22nd June 1910. Dy. G. R. 1316.)

*"Journey" defined.*

1219. The word "Journey" as used in this article means the travelling done between the date of an officer's leaving head-quarters and the date of his return thereto.

(A. G.'s Order, dated 14th September 1908, filed in Bundle G.A.-300, of 1908-09.)

*Daily allowance to Assistant Inspectresses of Schools.*

See Appendix 3.

**Special Conveyance.**

C. S. R.  
1037.

1220. Assistant Settlement Officers when attending the departmental examination are entitled to draw mileage at the rate ordinarily admissible under the rules but when attending any Court to give evidence in matters connected with his Settlement work will get mileage at the special rate fixed for the Settlement Department.

(A. G.'s Orders, dated 23rd September 1908, on Dy. SD.-574, dated 12th September 1908, and A. G.'s Orders on letter Dy. SD.-126, dated 15th May 1908.)

1221. The Local Government has declared that boats shall be regarded as a special means of conveyance for the purpose of Article 1037 (a) in the case of all subordinate officers of the Forest Department in the Province.

(G. O. No. 1924-F., dated 21st March 1906. Dy. L. G. 2217.)

*General orders not to be given.*

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1037

222. When an officer is required by his superior, either on account of the urgency of the work or for some special reason, to travel by a conveyance in which an officer of his class would not ordinarily travel, Article 1037 applies and the cost of transit may be drawn. But it is not intended that any general

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orders should be given or that any general practice should prevail allowing a certain class of officials actual expenses for all journeys performed ; in the case of each journey it is necessary that the provisions of clause (b) of Article 1037 should be strictly complied with. It does not necessarily follow that Article 1037 is inapplicable because a journey recurs frequently. In such cases the question might not unnaturally arise whether the concession in Article 1037 was not being improperly granted and whether arrangement might not be made for the officer to travel in the ordinary way and not by special means of conveyance. The fact that travelling in any particular locality is unusually expensive does not warrant the indiscriminate use of Article 1037. In such a locality special rates of travelling allowance may be necessary but they must be sanctioned by the Government of India.

(G. I., F. D., No. 2894-S. R., dated 3rd July 1897. Dy. G. I. 130.)

*Actual Cost of Transit includes cooly hire.*

**1223.** The words " actual cost of transit " in Article 1037, Civil Service Regulations, include the cost of moving baggage which an officer cannot take with him when travelling by a pony, and for which he is compelled to hire a cooly.

(C. G.'s Order, dated 18th May 1904, on a Forest case, *vide* T. M. reference No. 135, dated 1904-05.)

*Vaccinating Staff, 24-Pergannahs.*

**1224.** The Vaccination Inspecting Staff of the 24-Pergannahs may be allowed to draw travelling allowance at mileage rates for all journeys both by boat and by road, irrespective of the maximum distance travelled by them, subject to the restriction that in the case of journeys by road the maximum distance for which mileage may be drawn in fixed at 25 miles.

**C. S. R.  
1022.**

(B. G., F. D., No. 1006-S., dated 4th March 1902, Dy. G. B. 5589. B. G. No. 2745-S., dated 13th November 1902. Dy. G. B. 3822.)

## Chapter LIII.—Travelling Allowances for Journeys on Tour.

### Section I.—General Rules.

**1225.** Under the advice of the Civil Surgeon, Nowgong, Mr. C. H. Craven, Superintendent of Police, Nowgong, accompanied Captain C. M. Hogg, Assistant Commandant, Military Police Battalion, who was proceeding on transfer from Dacca to the Naga Hills and was attacked with cholera at Nowgong on the way to the Naga Hills. The claim for travelling allowance preferred by Mr. Craven was admitted in Audit under the orders of the Government of India.

**C. S. R.  
1028.**

(G. I., F. D., No. 6586-F. O. and A., dated 20th November 1908. Dy. G. I. 284, E. B. and A.)

*Government Officers attending District Boards.*

**1226.** The travelling allowance of official members who attend meetings of District and Local Boards in Bengal will be met from Provincial Revenues.

**C. S. R.  
1026.**

(L. G., F. D., No. 7497-F., dated 26th August 1907. Dy. S. A. Trav. 271, E. B. & A.)



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1088.**

**1227.** The travelling allowance of Government servants in Eastern Bengal attending meetings of the Senate of the Calcutta University should be regulated in accordance with the Civil Service Regulations, the journey being treated as undertaken on public duty and the expenditure being debited to Provincial Revenues.

(G. I., H. D., No. 1067, dated 20th October 1907, with F. D. No. 7698-P., dated 24th December 1907. Dy. S. A. Trav. 481.)

*Travelling Allowance during Casual Leave.*

**C. S. R.  
1088.**

**1228.** Government has ruled that officers on casual leave should be permitted to draw fixed monthly travelling allowances or conveyance allowance, but that, under no circumstances whatever, should travelling allowance of any other kind be granted during casual leave.

(Madras.)

*Travelling Allowance during Compensation Leave.*

**1229.** When compensation leave is actually taken for a gazetted holiday foregone, the allowances due for the gazetted holiday should be passed during the compensation leave.

(A. G.'s decision, dated 10th August 1900. Madras.)

**C. S. R.,  
1088.**

**1230.** Actual travelling expenses not exceeding the regulated rates by rail and road may be allowed to a Medical Officer leaving his station or district for the purpose of attending in consultation a Government official, provided the Medical Officer on the spot considers it necessary to have the aid of another and the officer thus called into consultation can be spared from his own station. The bill will be passed on the countersignature of the Deputy Inspector General of Hospitals of the Circle who will satisfy himself of the necessity which existed for the summons.

The Government of India have decided that, in the case of a Government servant, entitled to free medical relief, who is seriously ill, when the local medical officer in attendance is of opinion that a consultation is necessary, it should be open to him to move the Inspector-General of Civil Hospitals to depute another medical officer for the purpose of consultation, and if an officer is so deputed that Government should bear his travelling expenses. In selecting an officer, the Inspector-General of Civil Hospitals will no doubt pay due regard alike to considerations of propinquity and to the interests of the patient.

(G. I., H. D., No. 626, dated 16th August 1913, with G. I., F. D., No. 1056-E. D., dated 23rd August 1913. Dy. G. I. 324.)

(G. I., M. D., Order No. 575, dated 11th February 1871; copy received from the Inspector-General of Civil Hospitals, Bengal, with his letter No. 1140, dated 24th January 1911. Dy. Md. D. 1307; Bl. No. G. A.-574 of 1910-1911.)

**1231.** Sub-Judicial Officers who draw halting allowances in terms of G. I., F. D., Order No. 923-P., dated 13th February 1907, while temporarily deputed to another station are treated as having proceeded on tour.

(G. I., F. D., No. 2213-F. O. and A., dated 3rd May 1910. Dy. G. I. 63.)

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**1232.** The three Presidency Senior Chaplains of the Church of Scotland are allowed to hold Conferences annually.

(G. I., F. D., No. 5865-F. O. and A., dated 20th November 1909. Dy. G. I. 421.)

*Government officers invited to attend a Divisional Darbar entitled to travelling allowance.*

**1233.** The invitation to Government officers to attend a Divisional Darbar either in their official capacity or as representatives of Local Bodies amounts to an order of Government and they are therefore entitled to travelling allowance for their journey from the General Revenues.

C. S. B.  
1088.

(U. O. case No. 132 of 1906-07 and B. G., Pol. Dept., letter No. 1278-P., dated 6th August 1906, received with No. 1729-P., dated 21st September 1906. Dy. G. B. 2949.)

*Travelling allowance of an attendant accompanying a sick officer.*

**1234.** If a Government servant under the advice of the Civil Surgeon or other Government Medical Officer whose official duty it is to attend him professionally is required to undertake a journey to a Presidency town or elsewhere, either when proceeding on leave on medical certificate or to procure further medical advice and the Civil Surgeon (or other Medical Officer as above) considers that it would not be safe for him to make the journey without attendance on the way, the Medical Officer may either himself accompany the patient to his destination or depute or arrange with some other Government officer to do so. The attendant in such a case shall be deemed to have been travelling on duty and shall draw travelling allowance at the usual rates for the journey both ways.

(G. I., F. D., Resolution No. 7045-P., dated 17th December 1906. Dy. G. I. 491.)

**1235.** The following persons (and their families except in cases marked) are entitled, whether at their own or another station, to gratuitous medical attendance including consultation between Government Medical Officers when asked for by the appointed attendant:—

Military Officers, Officers of the Royal Indian Marine, Lady Nurses, Army School Masters and School Mistresses, Warrant Officers including Officers of the Royal Indian Marine, Staff Sergeants of the U. S. and entitled pensioners (not pensioners' families) are entitled to attendance in their quarters if they prefer it. If an officer calls in any medical officer except the one provided by Government the usual fees may be claimed.

*Entitled persons.*

*Appointed Medical Attendant.*

(a) All ranks, British troops, in Military employment and not otherwise provided for.	A Medical Officer from the Station Hospital.
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<i>Entitled persons.</i>	<i>Appointed Medical Attendant.</i>
(b) All ranks, Native troops, in Military employment and not otherwise provided for.	Medical Officer in charge of Corps.
(c) Army Head-quarters Staff and Clerks.	Surgeon to C. in C. (during his absence from Simla), C. S., Simla, E.
(d) Command Head-quarters Staff and Clerks, Divisional Brigade Station Staff.	The Staff Surgeon.
(e) Officers, Military Subordinates and Establishments* (except Civilian Clerks) of the Departments of the Army Officers of the M. W. S., Military Subordinates of the M. W. S. and P. W. D. U. S. Telegraph Signallers and Military Clerks in the Offices of the D. G. O., I. G. O. F. and D. G., S. and T.	If residing— (a) in cantonments or just outside if no Civil Surgeon is available the Staff Surgeon, (b) in the Civil lines Civil Surgeon, (c) within the limits of his charge the District or Presidency Surgeon.
(f) Officers, Royal Indian Marine.	At Hill Stations the Civil Surgeon attends all entitled persons not doing duty with troops.
(g) Cantonment Magistrate and Chaplains.	The Staff Surgeon will also attend all persons residing in the Cantonment who may be entitled to gratuitous attendance under Civil rules unless the Civil Surgeon resides in the Cantonment for his own convenience when he will attend such persons.
(h) *Military Clerks in offices not mentioned above.	
(i) *Military Officers in Civil employment.	
(j) European Pensioners of the Indian Military Service including retired Departmental Officers with Honorary rank and Warrant Officer, if not in receipt of a pension or gratuity from the Civil Department.	Where a Civil or Staff Surgeon is not sanctioned local arrangements will be made.
(k) *European Pensioners of the Indian Military Service including retired Departmental Officers with Honorary rank and Warrant Officer, if in Civil employment.	
(l) Civilian employés (other than Clerks) of the Ordnance Department.	Where an Assistant Surgeon or Hospital Assistant is sanctioned to assist the appointed Medical Officer, he will attend Civilian Clerks and others drawing less than Rs. 250 and Rs. 50 respectively.

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<i>Entitled persons.</i>	<i>Appointed Medical Attendant.</i>
(m) Sergeant Instructors of Volunteers.	Medical Officers of Volunteers, if there is one in the same station otherwise as in (e).
(n) *Public followers :	Staff of followers or Cantonment hospital.
(o) Officer's servants (native).	

NOTE 1.—Officers on the unemployed and retired lists who reside in India by permission or for their own convenience, are not entitled to attendance, Clause 67, Army Regulations, India, Volume VI.

NOTE 2.—When a medical officer other than the appointed one is called into consultation, the travelling expenses actually incurred will be admitted, provided they do not exceed the regulated rates by road and rail and the bill will be passed on the countersignature of the Inspector-General of Civil Hospitals who will, of course, satisfy himself of the necessity which existed for the summons.

(G. I., M. D., No. 575, dated 11th February 1871, with Dy. Md. D. No. 1307, dated 24th January 1911.)

*Land Revenue.*

**1236.** All Clerks and mohurirs attached to Tahsil Offices in Bengal fall within the category of Tahsili Officials in Entry *No. 12, Appx. 20*, of the Civil Service Regulations, and are not therefore entitled to travelling allowance.

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(B. R., No. 146-A., dated 17th March 1887. Dy. B. R. 1142.)

**1237.** Clerks and mohurirs attached to the Contai Tahsil Office fall within the category of Tahsili Officials under heading *12, Appx. 20*, of the Civil Service Regulations and are not entitled to travelling allowance.

(Board's No. 146-A., dated 17th March 1887.)

**1238.** The Sub-Deputy Collector in Angul is exempted from the operation of Article 1039, Civil Service Regulations, in order that he may profit by the concession of drawing increased rate of daily allowance and mileage granted in the Government of India, Foreign Department, letter No. 344-G., dated 25th February 1901 (Dy. G. I. 444), to officers stationed in Angul and the Khondmals.

(G. I., H. D., No. 727, dated 15th December 1903, received with G. I., F. D., No. 7768-T. A., dated 19th December 1903. Dy. G. I. 406.)

(Madras.)

**1239.** Members of the Department of Agriculture in Bengal who are not selected as Members of the Board of Agriculture, and who attend the meetings at Pusa in the capacity of visitors, should be treated as on duty on those occasions and should be allowed travelling allowance under the ordinary rules.

(G. I., R. and A., Nos. 167—201-5, dated 6th February 1909, with F. D. No. 835-F. O. and A., dated 12th February 1909. Dy. G. I. 408, E. B. and A.)

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1240. Any sum received by a District Registrar of Births, Deaths and Marriages as travelling expenses for attendance at a private residence from those at whose request the visit is paid, may be appropriated by the District Registrar, but for such attendance at a private residence a District Registrar is entitled to no travelling allowance whatever from Government.

(G. I., F. D., No. 537, dated 29th January 1889. Dy. 117.)

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1241. Registration officers travelling for registration purposes to private residences may not charge Government travelling allowance; such expenses must be met by the parties concerned.

(G. I. Nos. 46—48, dated 17th January 1889. C. P.)

1242. Hospital Assistants in medical charge of Military Police Hospitals may draw travelling allowance for journeys to afford medical relief free of charge to the families of Military Policemen only when they can conveniently do so in the course of journeys made with other objects, but they should not make journeys solely with this object nor claim travelling allowances for such journeys.

(C. C., No. <sup>747-E.</sup><sub>6935-G.</sub>, dated 29th September 1897. Dy. 326.)

1243. (a) Travelling allowance is admissible to an officer for a journey to attend an officer, who, under Article 1139, Volume VI, Army Regulations, India, is entitled to gratuitous medical attendance.

(Comptr., C. P.'s Order, dated 13th November 1902. C. P.)

(b) The above paragraph reads :—"All officers and their families who are entitled in a Cantonment or Civil Station to gratuitous medical attendance are entitled to it also at any other place where they may be residing, whether on duty or on leave, from any medical officer at the station paid by Government for staff, civil or general duties. Should the officer, however, decline the attendance of the medical officer provided by Government and call in another medical officer to attend in illness the usual fees can be claimed by the latter."

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Travelling allowance under the ordinary rules is admissible to Inspectors of Factories, whether Government officials or not.

(G. I., F. D., No. 1243, dated 28th October 1898. C. P.)

*Grant of travelling and halting allowances to commissioned Indian Military Officers, and Civil Official and non-officials when attending durbars.*

1244. 1. Indian Military Officers on the active list may be paid their travelling expenses at the discretion of the Local Government when invited from another station by the Local Government to attend the durbar. The travelling expenses should be charged to the Provincial head "25—Political."

2. Indian Military Officers on the retired list may be paid their allowances at the discretion of the Local Government: but the Government of India desire that the allowances should be granted to them as a rule. The charge should be debited to the head "Political."

3. Paras. 1 and 2 apply also to the officers of the Military Police and Militia and the rates of allowances to be allowed in the case of all these officers should not exceed those specified in para. 2 of the Government of India, Finance Department, No. 6726-A., dated 10th November 1911, that is the railway and steamer fares incurred by them and in case of journeys by road, the actual expenses but not exceeding the maximum amount admissible therefor under the Civil Service Regulations to an officer of the 1st class and they should also be granted a halt allowance of Rs. 2 a day.

4. Civil Officials in active service when attending durbars with permission are entitled to their travelling allowances which are charged to the same head as their pay.

5. If circumstances necessitate any payment to retired Civil Officials; and non-officials invited to attend a durbar, the payment may be made from "Entertainment allowance" under the head "26—Political."

(G. of I., F. D., No. A-439, of 1912, dated 23rd August 1912. Dy. G. I. 321.)

1245. By entry No. 29, Appendix 20 "Process-servers and Baliffs" employed in Civil and Criminal Courts are included in the list of officers not entitled to travelling allowance for journey on tour. Process-servers and Baliffs employed in Revenue Courts are also to be considered as included in this entry.

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(Letter to Deputy Commissioner, Sylhet, No. <sup>1005-F.</sup><sub>13546</sub>—(D. O.), dated 29th March 1890.)

NOTE.—Process-servers when travelling on duty are exempted from the payment of ferry tolls: no special fee will be levied in connection with the service of processes, civil or criminal, on account of such tolls.

(C. C.'s Cir. No. 121, dated April 1893. Dy. 104.)

1246. Revenue Nazirs and Naib-Nazirs are not held to be included in entry No. 29 of Appendix 20 and are entitled to travelling allowance for journey in the interior of their districts.

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20.

(Letter to D. C., Kamrup, No. <sup>6267</sup><sub>7119</sub>, dated 30th September 1890.)

1247. The word Chittagong used in the sentence Tahsildars in "Chittagong and Orissa," etc., under the column "Limitations and exceptions" against entry No. 12, Appendix 20, means "Chittagong Division."

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entry No. 9,  
App.  
20.

(A. G., B. G. A., No. 638, dated 11th June 1906. Dy. A. G. No. 784.)

1248. According to entry 30 General (III) and (IV) of Appendix 20, Inspectors and Constables of Police will get daily allowance as follows:—(1) Circle Inspectors on tour within their circles are entitled to daily allowance at Re. 1. When travelling by rail or steamer within their circles they can draw travelling allowances under Articles 1011 to 1032. But they cannot get road mileage for journeys within their circles. If they travel outside

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their circles, they are entitled to travelling allowances under the last sentence of Article 1039, and are then subject to the general rules.

(2) When Constable's jurisdiction is limited to the Inspector's circle instead of to the whole district. Within the circle they can have their baggage conveyed at Government expense when employed on escort duty, or draw the usual railway and steamer fares if they travel by rail or steamer. Outside the circle (whether within the district or not) they are entitled, if they draw daily rates, to two annas a day, and are subject to general rules.

(A. G.'s Order, dated 13th August 1907, on me no. put up by T. A. D.)

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**1249.** For road journeys within jurisdiction Circle Inspectors of Police are entitled to daily allowance at Re. 1 either when the road journey is made by itself or in combination with rail or steamer journeys.

(*Vide* A. G.'s Order, dated 3rd December 1912, filed with Ey. A. G. 4744, dated 14th October 1912.)

**1250.** The Government of India has sanctioned the grant of travelling allowance under the ordinary rules to tahsili officials in certain Districts enumerated below, and has empowered the Board of Revenue, Bengal, to grant the allowance in the case of new establishments performing duties *other than local collection of revenue* on condition that the Board is in each case satisfied that the pay of the official in question was not fixed so as to compensate him for ordinary journeys other than journeys by rail and steamer :—

District.	Establishment.	Monthly pay.
	<i>Sadar.</i>	
		Rs.
Midnapur . . . . .	1 Head Clerk . . . . .	50
	1 Accountant . . . . .	35
	1 Clerk . . . . .	20
	<i>Tamluk Sub-Division.</i>	
		Rs.
	1 Clerk . . . . .	20
	<i>Sadar.</i>	
		Rs.
Hughly . . . . .	1 Head Clerk . . . . .	20—40
	2 Moharrirs, each . . . . .	20—30
	<i>Sadar.</i>	
24-Perganas . . . . .	Permanent office establishment consisting of 12 varying from men (including the Surveyor attached to the Panchanagram Government Estate).	Rs. 20 to 60

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District.	Establishment.	Monthly pay.
	<i>Diamond Harbour Sub-Division.</i>	Rs.
	1 Clerk . . . . .	25
	<i>Basirhat Sub-Division.</i>	Rs.
	Temporary Khas Mahal Establishment consisting of—	
	1 Clerk . . . . .	25
	3 Clerks, each . . . . .	20
	1 Record Supplier . . . . .	10
	<i>Sassaram Sub-Division.</i>	Rs.
	1 Clerk . . . . .	25
	1 Accountant . . . . .	20
	<i>Sadar.</i>	Rs.
Darjeeling . . . . .	1 Surveyor . . . . .	40
	1 Amin . . . . .	30
	1 Clerk . . . . .	25
	<i>Silliguri Office.</i>	Rs.
	1 Khas Mahal Clerk . . . . .	125
	1 Tauzi Navis . . . . .	50
	1 Mutation Clerk . . . . .	25
	<i>Kalimpong.</i>	Rs.
	Head Moharrir attached to the office of the	
	Manager of the Khas Mahal . . . . .	70

(*Vide* G. I., F. D., No. 411-C. S. R., dated 26th January 1911, Dy. G. I. 483, Board's letter No. 1127-A., dated 27th March 1911. Dy. B. R. 932.)

**1251.** Deputy Superintendents of Police are entitled to travelling allowance under the ordinary rules for journeys within their respective jurisdictions, as in paragraph 33 of the Government of India, Home Department, Resolution No. 248—259, dated 21st March 1905 (with G.I., F.D., 2401-Ex., dated 5th May 1905, Dy. G.I. 47), their functions and their departmental status have been declared to be similar to those of Assistant Superintendents.

**C. S. R.**  
**1039.**

(A. G.'s Order, dated 12th February 1909.)

**1252.** Kanungoes in Bengal are entitled to draw travelling allowance at the rates ordinarily admissible under the Civil Service Regulations without the restriction contained in entry No. 9, Appendix 20, Civil Service Regulations, but this order does not affect the case of Kanungoes employed in the District



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of Bakergunj who are in receipt of fixed monthly travelling allowance at the rates laid down in Appendix 20 of the Civil Service Regulations.

G. I., Revenue and Agriculture Department, letter No. 1655-385-2, dated 20th October 1913, received with G. I., F. D., No. 1336-E. B., dated 24th October 1913.)

*Salt.*

**1253.** The Sub-Inspectors and subordinates of that portion of the Bengal Salt Department which was taken over from the Government of Madras from 1st October 1893, are entitled to travelling allowance under the ordinary rules for journeys within their respective jurisdictions.

(G. I., F. D., No. 2306-T.A., dated 30th April 1901. Dy. G. I. 40.)

**C. S. R.  
1040.**

**1254.** The Tahsildar of Chandkhali in the District of Khulna is entitled to travelling allowance for journeys by boat within his jurisdiction.

(G. I., F. D., No. 7501-P., dated 30th November 1904. Dy. G. I. 376.)

**Limits of Ordinary Jurisdiction.**

*Police Officers.*

**C. S. R.  
1041.**

**1255.** The jurisdiction of an Inspector has been defined to be the area comprised within the several police stations he inspects and that of Sub-Inspectors and Head Constables, the area of the police stations to which they are attached.

The jurisdiction of a Court Sub-Inspector has been defined to be the area of the police station within the limits of which the Court to which he is attached is situated.

(Government Order No. 611-J., dated 29th January 1901.)

**1256.** The jurisdiction of a Constable should be held to be coterminous with the jurisdiction of his Inspector. The jurisdiction of Constables attached to the reserve should be held to be coterminous with the jurisdiction of the Inspector within whose circle the reserve is situated.

(B. G. No. 3644-P., dated 2nd December 1909. Dy. G. 377.)

**1257.** Whenever travelling allowance is drawn for any officer of the Executive Force below the rank of Assistant Superintendent, a certificate to the following effect may be given by the D.S.P. on the travelling allowance bills:—"Certified that in all cases in which travelling allowance is drawn in this bill for journeys other than journeys by rail or steamer, the officer (or officers) proceeded beyond the limits of his (or their) ordinary jurisdictions."

(Cir. No.  $\frac{T}{68} \frac{M}{68}$ , dated 28th May 1892.)

**1258.** Calcutta is within the jurisdiction of the Divisional Forest Officer, Sunderbans.

(No. 304, dated 30th September 1907. Dy. F. R. D. 238.)

*Journeys beyond Jurisdiction.*

- 1259.** The Kanungoes of the Rajshahi District are allowed to proceed on duty to the Khas Mahals named in the margin which are attached to that District but are actually situated within the District of Murshidabad, and to draw travelling allowance for journeys to and from those Khas Mahals.
1. Char Khidirpur.
  2. Diar Khidirpur.
  3. Kotalipara.
  4. Diar Shibunya.
  5. Ashariadaha.
  6. Mauza Nowsara.

(B. G., F. D., No. 6384-F., dated 13th December 1900. Dy. G. B. 3903.)

*Survey Parties allowed to recess at Mussooree or elsewhere.*

- 1260.** The Government of Bengal is empowered to allow survey parties employed in this province to recess in Mussooree or any other suitable place outside the province, provided that the expenditure thus incurred does not exceed that which would be incurred if the party were to recess in Mussooree.

C. S. R.  
1041.

(G. I., F. D., No. 4582-Ex., dated 23rd September 1895. Dy. G. I. 258.)

*Officers passing through outside stations to shorten journey.*

- 1261.** This article does not apply to cases where an officer in order to shorten his journey to some place within his jurisdiction has to pass through stations which are not situated within his jurisdiction.

(Madras.)

**Tents and Tentage Allowance.**

*Certificate of Actual Expenses.*

- 1262.** When tentage is claimed under Article 1042, the claim should be supported by a certificate to the effect that nothing is charged beyond actual expenses.

C. S. R.  
1042.

(Madras.)

*Tents for Office Establishments carried at officer's expense when travelling alone.*

- 1263.** Officers who are allowed tents for their office establishment only are not entitled, when they go into camp without an office establishment, to the use of tents at Government expense, and must, therefore, bear the whole cost of their carriage.

(G. I., F. D., No. 1111, dated 7th March 1890. Dy. G. I. 896.)

**Section II.—Permanent Allowance.**

- 1264.** In the case of an officer travelling on a free pass in a Company's Steamer within his jurisdiction, the deduction, for the free steamer pass should

C. S. R.  
1043.

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be made from his permanent travelling allowance as for journeys by rail on a free railway pass under Article 1044, Civil Service Regulations.

(G. I., F., D., No. 1598-E. B., dated 9th January 1914. Dy. G. I. 570.)

*Officers using tents for private purposes to bear half the cost.*

**C. S. R.**      **1265.** Officers using tents partly for office and partly for private purposes  
**1046.** must themselves pay one-half the cost of carriage.

(B. G. No. 2482-F., dated 11th April 1901. Dy. G. B. 320.)

*Calculation made at one-thirtieth of the monthly rate.*

**C. S. R.**      **1266.** In the case of an officer whose circle of duty extends beyond a single  
**1046.** district, it is correct in calculating the amount of his permanent travelling allowance for the purpose of this article, to adopt the principle laid down in Article 1046, and to take the amount as one-thirtieth of the monthly rate for each day of the period occupied in the journey.

(G. I., F. D., No. 3835-P., dated 30th August 1897. Dy. G. I. 203.)

NOTE.—The Commissioner of Chittagong hired a Port Trust steam-launch which was held not to be a public conveyance: hence this article was inapplicable. (See No. 215 of Index Register.)

**1267.** 1. Under Article 1046, an officer in receipt of a permanent monthly allowance may, when proceeding under proper authority beyond his jurisdiction, exchange his permanent allowance for the entire journey, including such part of it as is within his jurisdiction, for the allowances admissible under Article 1065 (daily allowance being taken to be one-thirtieth of the permanent monthly allowance). The intention of this rule is that an officer in receipt of a permanent monthly allowance should, when proceeding under proper authority beyond his jurisdiction, make his choice between the permanent travelling allowance for the whole period of his absence and the allowances which would be admissible under Article 1065 to an officer with a daily allowance on the days on which he travels, so as to fulfil the conditions laid down in that article.

2. No daily allowance is admissible for halts made during such a journey.

(G. I., F. D., No. 879, dated 16th February 1889. Dy. 125.)

*Under what conditions exchangeable.*

**1268.** An officer who avails himself of the option allowed by Article 1046, and exchanges his permanent travelling allowance for the allowances admissible under Article 1065, forfeits his permanent travelling allowance for the entire period of his absence and is entitled to no daily allowance for days on which he does not actually travel. An officer who receives permanent travelling allowance draws it throughout the year, for several months of which he may be stationary, and that it is not therefore reasonable to allow such an officer to

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exchange his permanent travelling allowance for other allowances on the terms which apply to an officer who draws daily allowances.

(G. I., F. D., No. 31-31-P., dated 23rd June 1894. Dy. G. I. 117.)

**1269.** This article is not applicable in cases where an officer proceeds beyond his jurisdiction merely to get from one part of his jurisdiction to another.

**C. S. R.  
1046.**

(Madras.)

*Officer called upon to visit a Distant Station.*

**1270.** The extra expense to which an officer is put when called upon to visit a distant station, and remain there for some days on duty is not intended to be met by the allowances admissible under Article 1046, and for it deputation allowance is the most suitable form of compensation.

(C. I. T.)

**1271.** Itinerating Veterinary Assistants, Bengal, are entitled to monthly travelling allowance under the following rules :—

**C. S. R.  
1048.  
Entry No.  
99—A of  
Appendix  
22.**

- (i) The minimum number of days for which an itinerant Veterinary Assistant should remain on tour in any month to qualify for the minimum fixed travelling allowance, as prescribed below, should be 10 days during the period from 1st June to 30th September and 15 days during the remainder of the year.
- (ii) Subject to the above limits, itinerant Veterinary Assistants employed in Bengal to a minimum allowance of Rs. 20 during the period from 1st June to 30th September and of Rs. 17 for the remainder of the year.
- (iii) For every day's touring in excess of the minima prescribed above an allowance of Re. 1 will be granted subject to the proviso that the combined total amount of this extra allowance and the minimum monthly allowance shall not exceed Rs. 25 in any month when any extra allowance is claimed a certificate must be given on the bill stating for how many days the Veterinary Assistant has been on tour in excess of the prescribed minimum.
- (iv) Veterinary Assistants who fail to attain the prescribed minimum of touring in any month will receive travelling allowance at Re. 1 for each day spent on tour in such month.

(L. G. No. 437-A.G., dated 9th June 1910. Dy. L. G. 689.)

**Section III.—Daily allowances—Conditions.**

*Absence for 24 hours reckons as one day.*

**1272. (1)** Under Article 23 of the Civil Service Regulations an absence from head-quarters which does not exceed 24 hours, though it may begin and end

**C. S. R.  
1052.**

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in different calendar days is reckoned as one day for the purposes of travelling allowance. For such an absence, therefore, an officer is restricted to one day's daily allowance which may be exchanged for mileage, railway fare or steamer fare under the provisions of Article 1065, Civil Service Regulations.

(2) When daily allowance is claimed for journeys by road on tour, the distance travelled on the day of departure from, and on the day of return to, head-quarters should always be stated in the bill.

(3) When an officer leaves his head-quarters on one day and returns the next and claims daily allowance for more than one day, the hours of departure from, and of return to, head-quarters must be given in the bill.

(G. I., F. D., No. <sup>P.</sup><sub>676</sub>, dated 18th February 1893. Allahabad.)

C. S. R.  
1052.

1273. An officer, who during the course of his tour returns temporarily to head-quarters on a Sunday or public holiday to attend to his private business, is not entitled to draw halting allowance for the day or days spent at head-quarters halting allowance being inadmissible for any day, whether Sunday or holiday, unless the officer is actually, and not merely constructively, in Camp.

(G. I., F. D., No. 424-P., dated 21st January 1905. C. P.)

*Inadmissible if on casual leave or not actually in Camp.*

1274. Halting or daily allowance is not admissible for any day, whether Sunday or holiday, unless the officer is actually, and not merely constructively, in camp, nor when an officer takes casual leave when on tour.

(G. I., F. D., No. 424-P., dated 21st January 1905. Dy. G. I. 461, and No. 1161-P., dated 22nd February 1905. Dy. G. I. 510.)

1275. The sanction of the Local Government is sufficient authority to admit of claims for daily allowance for halts during tour made on account of heavy rain, floods, or sickness.

(G. I., F. D., No. 4075-S.R., dated 17th September 1898. C. P.)

1276. Halting allowance is admissible to a Civil Surgeon deputed to conduct the annual and final examination in a medical school, and the journeys to the school and back should be treated as journeys on tour within the meaning of Article 1052.

(G. I., H. D., No. 148, dated 18th February 1907. File received unofficially from Government.)

*Camp left Head-quarters and officer proceeded by rail or inspection.*

C. S. R.  
1054.

1277. An officer's camp left his head-quarters on 3rd December and marched to an out-station by 12th. During that time the officer travelled on duty by rail to carry out urgent inspections, leaving his head-quarters on the same date as his camp, which he joined on 12th. A question having arisen whether he was entitled to the actual expenses for maintaining camp equipage *en route* for the days on which he drew either railway fare or daily allowance, Government

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of India ordered that the case was not covered by rule but the Local Government would admit the cost of carriage of camp equipage in such circumstances.

(G. I., F. D., No. 5975-P., dated 10th October 1905. Dy. G. I. 367.)

**1278.** An officer who on completing a road journey of less than 5 miles from head-quarters returns thereto and then commences a journey by rail of more than 5 miles from head-quarters on the same day is not entitled to mileage for the first portion of his journey performed by road.

**C. S. B.  
1055.**

(A. G.'s order on A. G. B.'s T. A., No. 933, dated 22nd February 1906. Dy. A. D. 1418.)

**1279.** Commandants and Assistant Commandants of the Military Police, who have no civil charge, are not debarred by Article 1055, exception 1, from drawing travelling allowance for journeys made by them for the purpose of inspecting Military Police Outposts.

(G. I., F. D., No. 1536-S.R., dated 5th April 1898. Dy. G. I. 3.)

*Special Sub-Inspectors of Police.*

**1280.** The Government of Bengal has permitted the two Sub-Inspectors of Police who are employed in dealing with cases of robbery by the administration of stupefying drugs, to draw, in addition to their ordinary permanent allowance, the difference between the double of such permanent allowance, and allowances admissible under Chapter LII of the Civil Service Regulations.

(B. G. No. 1539, dated 5th August 1885. Dy. G. B. 1782.)

*Minimum limit of distance.*

**1281.** Travelling allowance is inadmissible for journeys within a radius of five miles from head-quarters, even though the distance travelled over may be more than five miles.

(Madras.)

NOTE.—(1) In cases where a village is less, in a straight line, than five miles from head-quarters, but more than five miles by the only practicable route to it, travelling allowance may be admitted by that route, but the allowance cannot be granted simply on the ground that a journey exceeding five miles was performed in visiting several villages, none of which was more than five miles from head-quarters by the ordinary direct route.

(G. I., F. D., No. 3886 S. R., dated 4th September 1897. Dy. G. I. 213 and slip order, dated 16th September 1867.)

(2) Article 1055 applies to cases where the officer comes to a halt without reaching a distance exceeding five miles from head-quarters. But it does not apply when the journey is continued without interruption to a point more than five miles distant from head-quarters, even though at the expiration (midnight) of the day on which he started he has not yet reached such a point.

(G. I., F. D., No. 929, dated 5th February 1874. Madras.)

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*Combination of journeys within 5 miles and without not admissible.*

C. S. R.  
1055.  
(Note 3.)

**1282.** An officer who travels within the 5 miles radius and after returning to head-quarters, commences another journey on the same day, cannot combine the whole distance travelled as one journey.

(A. G. Mr. Barrow's decision quoted in Local Audit Department Circular No. 171, dated 16th April 1895.)

*Exceptions.*

**1283.** An allowance of Rs. 2, for each journey from Dum-Dum to Cossipore, and *vice versa*, has been sanctioned by the Government of India, for the Chaplain of Dum-Dum, for journeys necessitated by his performing Divine Service at the latter place.

(G. I., H. D., No. 160, dated 7th May 1892, received with B. G. No. 2847-A., dated 21st June 1892. Dy. G. B. 1086.)

*Genuine Police Work as distinguished from visit.*

**1284.** The exception 1 under Article 1055(a) of the Civil Service Regulations applies only to visits paid to police stations. It does not apply in the case of officers employed in investigating a case of dacoity, in looking after a bad character, or in other genuine police work, more than five miles from their head-quarters.

(B. G. No. 510-J., dated 28th January 1884. Dy. G. B. 4272.)

*Officer may for same day draw allowances under Articles 1055 and 1059 (a) up to daily allowance.*

**1285.** If an officer, while halting at head-quarters and drawing allowance under Article 1059(a), makes a journey of 5 miles or less, returning the same day to head-quarters, he may be granted allowances under both Articles 1055 and 1059 (a), subject to the restriction that the total sum received shall not exceed the daily allowance.

(G. I., F. D., No. 3886-S. R., dated 4th September 1897.)

### Halts during Tour.

*Scope of the proviso (b).*

C. S. R.  
1056.

**1286.** The proviso in clause (b) under this Article was intended to enable Local Governments to prevent the ten days' limit operating as a hardship to an officer who is actually obliged, for reasons of public duty, to continue expenditure of the kind which travelling allowance is intended to meet; and the question whether or not there exists a hardship requiring a remedy is one for the judgment of the Local Government in passing orders on the case.

(G. I. letter No. 5677-Ex., dated 6th September 1895. Madras.)

**1287.** The Local Government has delegated its power to grant exemptions from the operation of Article 1056 of the Civil Service Regulations to the undermentioned officers in individual cases up to a limit of 30 days provided that

the power of exemption is exercised in exceptional cases only for special and valid reasons and that it does not extend to the personal exemption of the Head of the Department himself; which, should it be required, must continue to be referred to Government for orders :—

1. Board of Revenue.
2. All Commissioners of Divisions.
3. Superintending Engineers.
4. Examiner of Public Works Accounts.
5. Director of Public Instruction.
6. Director of Land Records.
7. Director of Agriculture.
8. Conservator of Forests
9. Inspector General of Prisons.
10. Inspector General of Registration.
11. Inspector General of Civil Hospitals.
12. Inspector General of Police.
13. Sanitary Commissioner.
14. Commissioner of Excise and Salt.
15. Commissioner of Police.
16. Director of Surveys, Bengal.
17. Registrar, Co-operative Credit Societies, Bengal.

(Vide B. G., F. D., Resolution No. 392-F., dated 27th January 1912, received with endorsement No. 594-F., dated 27th January 1912. Dy. G. B. 6881.)

(G. B., F. D., No. 505-T. F., dated 15th June 1910. Dy. G. B. 1148 and G. B., F. D., No. 518-T. F., dated 17th June 1910. Dy. G. B. 1165.)

(G. B., F. D., Resolution No. 1347-T. F., dated 8th October 1909, forwarded with B. G. Circular No. 17-T. F., dated 8th October 1909. Dy. G. B. 3252, and B. G., F. D., No. 455-T. F., dated 27th May 1912, received with Circular No. 11-T. F., dated 27th May 1912. Dy. G. B. 1227.)

NOTE.—This delegation of power does not extend to cases of halts in the hills portion of the district of Darjeeling, in which cases exemption from the rule requires the sanction of the Local Government.

(G. B., F. D., Resolution No. 2289-F., dated 14th July 1910. Dy. G. B. 1726.)

*Powers of Imperial Heads of Departments.*

**1288.** The second paragraph of Article 1056, Civil Service Regulations, is to be taken as in itself a delegation of powers to all Imperial Heads of Departments without individual orders. **C. S. R. 1056.**

(A. G.'s decision, dated 25th October 1911, filed with Bundle No. G. A.-118 of 1908-09.)

**1289.** The District and Sessions Judge of Hughly is exempted from the operation of Article 1056, Civil Service Regulations, when his sittings for holding the sessions at Howrah exceed ten days.

(B. G., J. D., No. 177-J. D., dated 9th June 1914. Dy. G. B. 1922.)



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*Halting Allowance not admissible in addition to Deputation Allowance.*

**C. S. R.  
1056.**

**1290.** An officer on *deputation* cannot draw *halting allowances* at his new head-quarters in addition to deputation allowance [ C. S. R.-82 and No. 518 of Index register ].

*Officers exempted.*

**1291.** The Government of Bengal has exempted the following officers and establishments from the operation of the rule laid down in that Article, that daily allowance shall not be drawn for more than 10 days of a halt at one place:—

- |  |       |                         |
|--|-------|-------------------------|
| (1) The Additional District and Sessions Judge, Chittagong and Tipperah. |       |                         |
| (2) Ditto  | Ditto | Dacca and Faridpur.     |
| with his establishment when he holds his Court at                        |       | Chittagong<br>Faridpur. |

(*Vide* Government of E. B. and Assam Order No. 138-40-J., dated 22nd January 1912, received with B. G., Judicial Department, letter No. 3953-J., dated 4th September 1913. Dy. G. B. 4226.)

**1292.** (a) All the Interpreters attached to the office of the Deputy Commissioner of Darjeeling, when employed on special duty in Independent Sikkim.

(B. G. No. , dated 24th April 1890. Dy. G. B. 383.)

(b) All officers engaged with the Deputy Commissioner, Angul, in Kheda work

(G. B., F. D., No. 1109-F., dated 15th February 1904. Dy. G. B. 5607.)

(c) Under the authority vested on the Local Government to grant general exemptions from the operation of Article 1056, Civil Service Regulations, the Government of Bengal has exempted the staffs of the following settlements provided that in the case of every halt exceeding 10 days, the Settlement Officer or the Collector, as noted against the name of each Settlement, scrutinises the travelling allowance bill in accordance with the provisions of Article 1161(a), Civil Service Regulations, and if satisfied of the propriety of the halt and the charge in respect of it, records upon the bill a certificate to the effect that it was unavoidable in the interests of the public service and necessitated additional expense to the officer who halted:—

Name of Settlement.	Name of Officer whose certificate is required.
Southal Parganas.	Settlement Officer.
Midnapore.	<div style="font-size: 2em; line-height: 1; margin: 0;">{</div> <div style="margin: 0;">Settlement Officer himself in respect of Major operation. Collector in respect of petty settlements.</div>

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The above order will have effect from the date of revision of Article 1056, Civil Service Regulations, made by correction slip No. 393, dated 16th December 1908.

(*Vide* G. B., F. D., No. 1108-F.-1083, dated 15th March 1910. Dy. G. B. 5392.)

(*Vide* G. B., R. D., No. 63, dated 10th January 1912, received with F. D. endorsement No. 286-F.-64, dated 22nd January 1912. Dy. G. B. 6793.)

(*d*) All District and Sessions Judges with their establishments, while holding Sessions. **C. S. R. 1056.**

(B. G. No. 28-T. D., dated 6th September 1893.)

(*e*) Civil Court Amceens in Bengal.

**NOTE.**—In the case of Civil Court Amceens, the District Judge will certify in each instance that the halt for more than ten days at one place was necessary for the effectual performance of the Amceen's duties. (B. G. No. 577-T. F., dated 25th May 1886, Dy. G. B. 727; No. 1815-P., dated 19th Nov. 1885. Dy. G. 3136, and No. 4625-J., dated 20th December 1892. Dy. G. B. 3254.)

(*f*) The Local Government has exempted the subordinate police officers attached to the Criminal Investigation Department of the Reserve of the Inspector-General of Police, Bengal, from the operation of Article 1056, Civil Service Regulations, and has authorized the Inspector-General to pass their halting charges for a period exceeding ten days at a time subject to the condition that half the daily allowance ordinarily admissible shall be payable after the first ten days of a halt at a place and that the allowance will cease after the expiry of 60 days.

(B. G., F. D., No. 2502-J., dated 31st March 1904. Dy. G. B. 269.)

(*g*) All officers belonging to the Sibpur Engineering College, who may be deputed to stations outside of Howrah for the purpose of giving instruction in surveying to their pupils.

(B. G. No. 81, dated 4th February 1884. Dy. G. B. 4298.)

(*h*) The Additional District and Sessions Judge of Bankura as Second Additional Sessions Judge of Chota Nagpur and his establishment.

(B. G., F. D., No. 225-F., dated 27th January 1907. Dy. G. B. 4598.)

(*i*) Police Officers when deputed in connection with opium weighments and advances.

(B. G., F. D., No. 512-F., dated 2nd February 1907. Dy. G. B. 4883.)

(*j*) The clerks and chaprasis of the office of the Commissioner of the Rajshahi Division, who accompany him to Darjeeling on tour, are exempted from the operation of Article 1056, Civil Service Regulations.

(*Vide* B. G. No. 852-T. F., dated 20th June 1912. Dy. G. B. 1665.)

**1293.** For the purpose of Article 1159, Civil Service Regulations, the Personal Assistant to the Inspector-General of Police shall be the controlling

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officer in respect of travelling allowance bills of all subordinate police officers attached to the Criminal Investigation Department, in which charges are included for halting allowance in excess of 10 days.

(G. B., F. D., No. 328-F. F., dated 10th May 1913. Dy. G. B. 1166.)  
(No. 572, dated 25th June 1913.)

**C. S. R.  
1056.**

**1294.** All clerks and menial servants who may be required to accompany Commissioners on tours of inspection and to halt in the interests of the public service for more than ten days at any one place.

(G. B., F. D., Circular No. 21-F., dated 6th December 1907. Dy. G. B. 4213.)

**1295.** The above orders apply to "Motor car mechanics" or "Chauffeurs" when they accompany Commissioners in their tours of inspection.

(*Vide* G. B., F. D., Circular No. 36-F., dated 22nd November 1910. Dy. G. B. 3624.)

**1296.** The Local Government has exempted all Assistant Local Auditors employed under the Examiner of Local Accounts in Bengal from the operation of Article 1056 of the Civil Service Regulations under which a daily allowance is inadmissible for a halt of more than ten days at one place.

(B. G. No. 479-M., dated 12th March 1907. Dy. G. B. 5545.)

**1297.** As the Eastern Bengal Districts have been included in the Presidency of Bengal, a uniform procedure should be followed. It is therefore directed that the conditions laid down in the Bengal Government Order No. 1092, dated 12th March 1910, should be observed throughout the province and that the exemption sanctioned therein should also apply to all officers holding special settlement appointments, provided that in each case the travelling allowance bill is scrutinised and the required certificate placed upon it by the officer whose duty it is to countersign the bill, as well as to all officers under training in Survey and Settlement work in whose case the certificate will be granted by the Settlement Officer to whom they are attached, or the Collector of the District as the case may be.

(*Vide* G. B., F. D., No.  $\frac{3770-F}{2240-T R}$ , dated 31st October 1912. Dy. G. B. 4785.)

**C. S. R.  
1056.**

**1298.** The Local Government is authorized to grant at their discretion to any or all of the Medical Officers and Subordinates who were deputed to attend the malaria class at Amritsar in March 1910 and to any officers who have been or may be deputed to attend the class now being held or to similar classes to be held in future, halting allowances either for ten days or, if they think that the circumstances justify the grant of this concession, for a longer period.

(B. G., Municipal Department, No. 1654-San., dated 18th November 1910. Dy. G. B. 3429.)

*Allowances to Sub-Judges and their establishments while on temporary deputation.*

**C. S. R.  
1056.**

**1299.** The allowances at full daily rates for the first month and at half rates for the 2nd and 3rd months drawn by Sub-Judges and their establishment while temporarily transferred on duty to another station are treated as halting

allowances in respect of which the ten days' limit has been withdrawn and ordinary travelling allowance should not be drawn in addition. The practice of levying income tax on these allowances is discontinued.

(G. I., F. D., No. 922-P., dated 13th February 1907. Dy. G. I. 584 and G. I., F. D., No. 5967-P., dated 24th September 1907. Dy. G. I. 376.)

**1300.** The Government of India has delegated authority to grant exemption from the operation of Article 1056, Civil Service Regulations, in individual cases, subject to conditions (a) and (b) of the Article and up to a limit of 30 days—

- (1) to the Comptroller and Auditor General in respect of all officers subordinate to him, and
- (2) to Accountants-General in respect of all officers serving under them.

(G. I., F. D., No. 904-E. B., dated 7th December 1912. Dy. G. I. 533.)

(For officers exempted from the 10 days' halt rule, see Appendix 6.)

*When halt after ten days' stay is not interrupted.*

**1301.** The halt of an officer after ten days' stay at one place is not interrupted if either of the conditions of the last paragraph of Article 1057, Civil Service Regulations, is unsatisfied, namely, (i) if the absence on duty from the place of halting is at a distance not exceeding 5 miles, and (ii) if it is for a shorter period than three nights.

C. S. R.  
1057.

(G. I., F. D., No. 3976-P., dated 6th July 1907. Dy. G. I. 216.)

**1302.** In a case in which Mr. D., while on tour, arrived at "A" on the 12th, halted there from 13th to 19th, travelled to "B" (distance 123 miles) on the 20th and returned to "A" on the 22nd and halted there till the 1st of the next month, the Government of India decided that Mr. D. was entitled to draw halting allowance at "A" from 13th to 19th and again from 23rd to 25th. In another case in which Mr. F. halted at "A" from 11th to 14th and then moved his camp on the 15th to "B" (3 miles from "A") where he halted from 16th to 23rd November 1907, the Government of India decided that Mr. F.'s halt at "A" was not interrupted by his absence at "B."

C. S. R.  
1057.

(G. I., F. D., No. 3487-P., dated 13th June 1908. Dy. G. I. 151.)

**1303.** For the purposes of Article 1057 a halt should be considered as having been interrupted if both the conditions are fulfilled, namely, an officer must travel a greater distance than five miles from the place of halting and must be absent for three nights or more.

C. S. R.  
1057.

(G. I., F. D., No. 3976-P., dated 22nd June—Cth July 1907. Dy. S. A. Trav. 164.)

**1304.** The undermentioned officers and establishments are exempted from the operation of Article 1056, Civil Service Regulations, on the understanding that they maintain camp equipage:—

C. S. R.  
1058.

- (1) Officers of the Forest Department and their establishment.

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(2) A Police or any other officer attending a fair, durbar or agricultural exhibition when the Magistrate of the District certifies that his presence was necessary.

**1305.** List of officers and establishments exempted wholly from the operation of Article 1056.

1. Menial servants in all Departments.

*General Administration.*

*Local Auditors.*

*Law and Justice.*

Serial No.	Officer.	Ordinary Headquarters.	Also holding Sessions at
1	Judge of Purnea and Darjeeling	Purnea	Darjeeling.
2	Additional Judge of 24 Parganas and Hooghly.	Alipore	Howrah.

(D. O. No. 52-J. D., dated 22nd June 1909. Dy. G. B. 1806.)

(D. G., F. D., 2254-F., dated 14th July 1910. Dy. G. B. 1548.)

(G. I., F. D., No. 6359-P., dated 15th November 1906. Dy. G. I. 425 and G. I., F. D., No. 4672-P., dated 27th July 1907. Dy. G. I. 262.)

5. Clerks and Potdars travelling in charge of remittances, provided that the Accountant General of the Province in which the receiving Treasury is situated certifies that the detention for more than ten days was unavoidable.

(G. I., F. D., No. 306-F. O. and A., dated 16th January 1909. Dy. G. I. 532.)

**C. S. R.  
1058.**

**1306.** Forest officers of the rank of Extra Assistant Conservator and upwards serving in the Sunderbans Division are exempted from the operation of Article 1056, Civil Service Regulations, subject to the condition that they will draw half the daily allowance ordinarily admissible under 999 (1) (b), Civil Service Regulations.

(B. G. No. 1037, dated 28th February 1905, copy received with B. G. Rev. Department, letter No. 1614-T. R., dated 20th June 1913. Dy. G. B. 2148.)

### Head-quarters.

**C. S. R.  
1059 (a).**

**1307.** The following rulings will in future be applied in regard to claims under Article 1059 of the Civil Service Regulations :—

*First ten days are meant.*

(1) The ten days mentioned in Article 1059 (a) shall be held to refer to the first ten days after the return of an officer from camp.

*Camp equipage must be actually maintained.*

(2) In order to establish a claim under Article 1059, not only must it be necessary to maintain camp equipage, but camp equipage must actually be maintained.

(G. O., F. D., No. 785, dated 12th September 1898. Madras.)

**1308.** Daily allowance for halts at the Local Government's permanent head-quarters in the plains during the stay of the Local Government at the hills is admissible to an officer whose head-quarters are those of the Local Government, provided he returns to the temporary head-quarters at the hills before the Local Government moves down. This order applies to officers who are required to move with the Local Government or Local Administration from and to the hills and not to officers who are permitted to accompany the Local Government or Administration to the hills.

C. S. R.  
1059.

(G. I., F. D., No. 808-E. B., dated 7th July 1913. Dy. G. I. 217.)

*Actual expenses defined.*

**1309.** The actual expense of keeping up camp equipage during halts at head-quarters is the difference between the actual outlay incurred by an officer in maintaining the equipage during that time and the outlay he would incur if he could discharge it and had nothing to do with it till he wanted it again. Interest on capital outlay, and charges on account of depreciation and repairs as well as the upkeep of horses, palkies, etc., used only for the conveyance of the officer on his marches, cannot be reckoned in "actual expenses" of keeping up camp equipage.

The cost of maintaining private conveyances of any sort should not be included in the computation of "actual expenses."

(G. I., F. D., No. 1865, dated 17th December 1888. Madras.)

**1310.** The cost of maintaining camp equipage hired by the month may be included in the expenses. This is not classed as private conveyance.

(G. I., F. D., No. 831, dated 17th May 1886. Madras.)

**1311.** Boats may be treated as camp equipage under Article 19 for the purpose of Article 1059A in the case of Inspector of Schools, Dacca Division, during such period of the year as may be decided on the consultation with the Director of Public Instruction. The concession will continue until the Inspector is provided with a Government boat.

C. S. R.  
1059.

NOTE.—A certificate should be endorsed on bills that the Inspector has not been provided with a Government boat. (A. G.'s order, dated 22nd June 1909.)

**1312.** Under the above orders the Inspector of Schools, Dacca Division, has been permitted by the Local Government to draw during a halt at head-quarters from 1st July to 31st March every year the actual expenses (not exceeding the daily allowance) of keeping up a boat during a halt, until such time as

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he may be provided with a Government boat, provided that such actual expenses may not be drawn for a longer period than ten days at any one time.

(L. G. 1630-F., dated 28th March 1910. Dy. L. G. 18 and L. G. 1633-F., dated 28th March 1910. Dy. L. 19.)

*N.B.*—The head-quarters of various officers, specially determined under Article 1060, are detailed in Appendix 7.

**C. S. R.  
1059.**

**1313.** During the period between October 31st and April 1st, Police Officers subject to the provisions of Articles 1054 and 1059, Civil Service Regulations, may recover from Government the actual expenses incurred in the upkeep of camp equipage (*e.g.*, the proportionate expenses of hiring carts by the month) during a halt at head-quarters, up to a maximum of ten days at any one time. Such period shall be held to include the time that may elapse between the arrival and departure of an officer at or from head-quarters and the subsequent arrival and previous departure of his camp equipage, subject to a certificate in the case of Deputy Inspectors-General from the Inspector-General, and in the case of officers subordinate to them from the District Magistrate that the interval occurring is proper and reasonable in all the circumstances of the case.

(G. B., F. D., No. 540-F., dated 24th March 1911. Dy. G. B., 6696.)

*Head-quarters of certain officers.*

**C. S. R.  
1060.**

**1314.** The places shown in column 2 have been declared to be the head-quarters of the officers named in column 1 of the following table :—

Serial No.	Officer.	Head-quarters.	Authority.
1	Inspectors of Excise of the Southern Circle, comprising the Presidency, and Burdwan Divisions.	Calcutta .	B. G. No. 293-S. R., dated 16th February 1906. Dy. G. R. 5985.
2	1st, 2nd Inspectors of Registration Offices.	Calcutta .	B. G. No. 501-P., dated 20th March 1906. Dy. G. B. 6143.
3	Additional Judge of Dacca and Tipperah.	Dacca .	B. G. No. 1862-T., dated 14th April 1914. Dy. G. B. 421.
4	Additional District and Sessions Judge of Jessore with Khulna and Bakarganj.	Barisal .	B. G. No. 4739-J., dated the 10th October 1899. Dy. G. B. 3072.
5	Additional District and Sessions Judge— (1) Chittagong and Tipperah. (2) Dacca and Faridpur .	... (1) Comillah. (2) Dacca.	Government of E. B. and Assam order No. 138-40-J., dated 22nd January 1912, received in this office with E. G., Judicial Department, letter No. 3953-J., dated 4th September 1913. Dy. G. B. 4226.

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Serial No.	Officer.	Head-quarter.	Authority.	
6	Judge, S. C. Courts, Howrah, Hugli, Serampur.	Serampur .	B. G. No. 1857-J., dated 26th March 1896. Dy. G. B. 57:7.	C. S. R. 1060.
7	Asst. Inspectress of Schools, Burdwan Division.	Burdwan .	B. G. No. 1358, dated 21st March 1907. Dy. G. B. 5737. (Bundle No. $\frac{9A}{865}$ of 1906-07.)	
8	Deputy Director of Agriculture .	Calcutta .	G. B., Rev. D., No. 1550-T. R., dated 13th September 1907. Dy. G. B. 2825.	
9	Superintendent of Police, East Indian Railway.	Howrah .	B. G. No. 1195-F., dated 18th March 1907. Dy. G. B. 5675.	
10	Superintendent of Police, Bengal Nagpur Railway.	Kharagpur .	Ditto.	
11	Superintendent of Police, Eastern Bengal State and Bengal and North-Western Railways.	Sealdah .	Ditto.	
12	Director of Surveys, Bengal .	Darjeeling .	No. 570-A.T., dated 21st June 1909. Dy. B. 3. 141.	
13	Police officers under the Deputy Commissioners of Police, Southern Divisions Suburbs.	Collector's Court at Alipore.	B. G. Order No. $\frac{1907-F}{2662-P}$ , dated 3rd April 1911. Dy. G. B. 76.	

(List of places declared by Government as Head-quarters see Appendix 7.)

*Survey Department.*

**1315.** The Director of Surveys, Bengal, has been authorized to allow officers subordinate to him who are compelled on a sudden emergency to leave their camp and proceed rapidly on duty to a place more than 20 miles distant, to draw the actual expenses of maintaining such camp not exceeding the daily allowances in addition to the allowances admissible under Chapter LIII, Civil Service Regulations, whether the camp be moved or not. C. S. R.  
1061.

(B. G., F. D., No. 1263-T.F., dated 26th October 1910. G. B. 3141.)

*Heads of Departments may allow an officer compelled on a sudden emergency to leave his camp to draw actual expenses of maintaining such camp.*

**1316.** The powers of the Local Government to allow, under Article 1061(a), Civil Service Regulations, an officer compelled on a sudden emergency to leave his camp and proceed rapidly on duty to a place more than 20 miles distant, to draw the actual expenses of maintaining such camp, not exceeding the daily allowance in addition to the allowance admissible under Chapter LII, C. S. R.  
1061.



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Civil Service Regulations, whether the camp be moved or not, are delegated to Heads of Departments and Commissioners of Divisions in respect of all officers subordinate to them.

(B. G. Circular No. 3-T.F., dated 26th April 1910. Dy. G. B. 605.)

**Cumulative Allowances.**

*Private conveyance not included.*

**C. S. R.  
1062.**

1317. The cost of carriage of a private conveyance cannot be held to be included in the term "whole necessary expenditure" as used in this Article.

(G. I., F. D., No. 2760, dated 30th June 1891.)

*Commissioner of Excise.*

**C. S. R.  
1062.**

1318. The Commissioner of Excise is authorised to charge for three servants and private baggage not exceeding 12 maunds while on tour.

(B. G., F. D., No. 4696-F., dated 12th December 1906. Dy. G. B. 4070.)

**Section IV.—Daily Allowances—Rates.**

*Personal Allowance not included.*

**C. S. R.  
1063.**

1319. For the purpose of calculating an officer's daily allowance under Article 1063 pay does not include personal allowance.

(G. I., F. D., No. 5119, dated 5th December 1896. Dy. G. I. 303.)

*Sub-Deputy Collectors employed as Circle Officers treated as Assistant Settlement Officers.*

**C. S. R.  
1063.**

1320. Sub-Deputy Collectors employed as Circle Officers should receive travelling allowance at special rates similar to those provided in Article 1063 Note (g) of the Civil Service Regulations for officers in the Settlement Department.

(G. I., F. D., No. 652-E. A., dated 18th October 1913. Dy. G. I. 422.)

*Non-official Member of District Boards.*

1321. Non-official Vice-Chairman of District Board will, when travelling on duty connected with the Boards, draw the maximum amount of daily allowance fixed for officers of the 2nd class in Article 1063 (ii) of the Civil Service Regulations.

(B. G., No. 116-L.S.G., dated 11th January 1894. Dy. G. B. 3835.)

*Exceptions.*

**1322.** Sub-Deputy Collectors in Bengal while employed on settlement duty are not subject to the operation of entry No. 9, Appendix 20, Civil Service Regulations, and will get daily allowance and mileage at the special rate fixed for Settlement and Assistant Settlement Officers.

(D. A. G. Mr. Ray's decision, dated 25th June 1903, on G. A. reference No. .)

*Officers of the Salt Department.*

**1323.** The daily allowance of Superintendents and Inspectors of the Salt Department is raised to R4 and R3 respectively.

(G. I., F. D., No. 437-P., dated 24th January 1906. Dy. G. I. 500.)

**1324.** The prescribed maximum limits (entry No. 26, Appendix 25, Civil Service Regulations), do not apply to Assessors of the Sonthal Pargannahs district appointed before the 21st March 1893, who continue to draw travelling allowance in accordance with the note under entry No. 11, page 422, of the 2nd edition of the Civil Service Regulations. A list of these officers is attached to Board's <sup>150-B.</sup><sub>Dy. B. R. 196</sub>, dated 26th May 1898.

C. S. R.  
1063.

(F. and C. Dept., No. 1731-S.R., dated 19th April 1898. Dy. G. I. 28.)

NOTE. - The clerks employed under Income Tax Assessors in the Mufussil when accompanying the Assessors on tour are entitled to draw travelling allowance according to the Civil Service Regulations without any restriction as to the amount to be drawn in a single month. The travelling allowance bills of the clerks in all cases should be countersigned by the Collector of the District concerned.

C. S. R.  
1063.

(B. G., F. D., No. 1003-S.R., dated 22nd December 1906. Dy. G. B. 4312 and No. 188-S.R., dated 20th February 1907. Dy. G. B. 234.)

*Sub-Inspectors and Assistant Sub-Inspectors of Schools.*

**1325.** Sub-Inspectors and Assistant Sub-Inspectors of Schools are entitled to a daily halting allowance of R1-4-0 a day upto a limit of R30 in a month and of R1 a day upto a limit of R24 in a month respectively, all mileage being withdrawn in both the cases.

C. S. R.  
1063.

In the Darjeeling district and in the Southal Pargannas, in Angul and the Khondmals and for journeys performed by boat in the district of Jessore, Khulna and the 24-Pargannas Sub-Inspectors will draw daily allowance at R1-12-0 with a limit of R12 a month and Assistant Sub-Inspectors of Schools at R1-8 with a limit of R36, all mileage allowances being similarly withdrawn.

(G. I., F. D., No. 3275-F.O. and A., dated 29th June 1909. Dy. G. I. 150.)

(Vide G. I., F. D., No. 5108-C.S.R., dated 29th September 1910. Dy. G. I. 279.)

**1326.** The travelling allowance of Income Tax Assessor's clerks should be passed according to the Civil Service Regulations, but subject to the restrictions that amount drawn in single month should not exceed the fixed limit of R8 prescribed by the Board in the Detailed Statement of Provincial Income Tax Establishment furnished annually to this office.

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1063.

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The travelling allowance of the Assessor's peons should be passed without any other restriction than that prescribed by the Civil Service Regulations.

(L. G., No. 4385-F., dated 1st August 1908, with B. R., E. B. and A., 597, Misc.—G., dated 17th November 1909. Dy. B. R. 292. Bundla T. 424 of 1909-10.)

**C. S. R.**      **1327.** The Inspector-General of Police may, under Article 1063, sanction  
**1063.** the daily allowance of Constables when escorting treasure or travelling on duty beyond the limits of the Province.

(C. Co., No. <sup>503-Accets</sup><sub>9110</sub>, dated 18th June 1900. C. C. Dy. 224.)

**C. S. R.**      **1328.** The daily allowance of Probationary Deputy Magistrates drawing  
**1063.** pay at Rs 100 per mensem should be calculated on the actual pay drawn in accordance with Article 1063.

(A. G. B.'s letter No. G. A.-1771, dated 19th September 1906. Dy. A. G. 1823.)

**C. S. R.**      **1329.** Article 652(1), Civil Account Code, lays down the allowance admis-  
**1063(e).** sible to extra Potdars accompanying a remittance, the travelling allowance of permanent Potdars being regulated by the rules in the Civil Service Regulations. When, therefore, a permanent Potdar is deputed with a remittance and a temporary Potdar engaged in his place the daily allowance of the permanent man would be either what is admissible under the ordinary rules in the Civil Service Regulations or that which is especially sanctioned by the Comptroller General or Head Commissioner under the powers vested in him, irrespective of the pays of the substitute whose appointment should be governed by the ordinary rules regulating the entertainment of temporary establishment.

(C. G.'s No. 593, dated 5th June 1906. Dy. C. G. 191.)

**NOTE.**—The rule in Article 824-A. of the Civil Account Code should be observed in classifying the charges on account of travelling allowance of permanent Potdars deputed to accompany remittances.

(C. G.'s No. 992, dated 18th February 1906. Dy. C. G. 279.)

**C. S. R.**      **1330.** The daily halting allowance of Provincial Superintendents of  
**1063.** Census Operations is fixed at Rs. 7-8.

(G. I., F. D., No. 6279-E. O. and A., dated 16th December 1909. Dy. G. I. 471.)

Under the new scheme sanctioned for Survey Operations.

**C. S. R.**      **1331.** (1) The Director of Surveys, Bengal, is entitled to daily allowance  
**1063.** at Rs 10.

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(2) The 2nd Imperial Officer is entitled to daily and travelling allowances on the scale admissible to covenanted assistants employed on settlement duty under Article 1063(g), Civil Service Regulations.

(3) Provincial officers are entitled to daily and travelling allowances on the scale allowed to Deputy Collectors on settlement duty under Article 1063(g), Civil Service Regulations, and the exemption of these officers from the operation of the rules laid down in Article 1070, Civil Service Regulations.

(G. I., F. D., No. 1125-Ex., dated 3rd March 1909. Dy. G. I. 619.)

**1332.** The provisions of exception (f) to Article 1063, Civil Service Regulations, have been extended to the Secretariat clerk attending upon the Chief or other Secretary to the Local Government, who accompanies His Excellency the Governor on tour. C. S. R.  
1063.  
Exception  
(f)

(G. I., Home Dept., No. 1050, dated 26th May 1913, received with G. I., F. D., (No. 668-E. B., dated 2nd June 1913. Dy. G. I. 147.)

**1333.** The daily allowance of an officer included in Appendix 25, Civil Service Regulations, is limited absolutely to the amount mentioned therein and an officer mentioned in the Appendix cannot draw more even though he may, under the ordinary rules, be entitled to a higher rate. C. S. R.  
1063. [Ex-  
ception (a).]

(G. I., F. D., No. 428-F. O. and A., dated 25th January 1910. Dy. G. I. 518.)

*Settlement Officers sub. pro tem. on R700.*

**1334.** An officer of the Settlement Department appointed to be substantive *pro tempore* in an appointment of which the pay is R700 and subsequently promoted to a higher appointment is entitled to a daily halting allowance of R7-8. C. S. R.  
1063.  
Excep-  
tion (i).

(G. I., F. D., No. 4516-T. A., dated 20th August 1902. G. I. 195.)

*Daily Allowance of two annas.*

**1335.** The Local Government has delegated its power of sanction under clause (o) of Article 1168, Civil Service Regulations (3rd Edition), to the Inspector-General of Police, L. P. C. S. R.  
1063 (c).

(B. G. No. 3482, dated 12th August 1902. Dy. G. B. 2262.)

*Officers to maintain horses out of their pay.*

**1336.** It has been held by G. I. that daily allowance (travelling allowance) should not be fixed at such a rate as to provide for the initial cost of horses, as officers are expected to maintain out of their pay such horses as they require for their regular work. C. S. R.  
1063.

(G. I., F. D., No. 529-P., dated 27th January 1906. Dy. G. I. 508.)

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*Allowances of clerks accompanying His Excellency the Governor of Bengal on tour.*

**C. S. R.**      **1337.** The provisions of exception (f) to Article 1063 applied to the  
**1063 (f).**      clerks accompanying His Excellency the Governor of Bengal on tour.

(G. I., H. D., No. 1160, dated 16th October 1907, with G. I., F. D., No 6630-P,  
dated 29th October 1907. Dy. G. I. 438)

**Section V.—Mileage in lieu of Daily Allowances.**

**When daily allowances are exchangeable.**

*20 miles minimum need not be travelled in one calendar day.*

**C. S. R.**      **1338.** For the purpose of exchanging mileage for daily allowance under  
**1065.**      this Article, it is not necessary that the 20 miles' minimum should be travelled  
in one calendar day.

Provided that the absence from Head-quarters does not exceed 24 hours.  
In other cases, each calendar day should be considered separately.

(G. I. 6468-1. A., dated 9th December 1902 Dy. G. I. 322.)

(Vide G. I., F. D., No. 5188-C. S. R., dated 22nd August 1911. Dy. G. I. 314.)

**1339.** When an officer travels partly by road and partly by rail, the road journeys should be checked by the Manual of Distances and a retrenchment made if necessary. If the officer explains that he travelled to a more distant point than the chief public office, a refund will be allowed, but unless the officer states this or shows in his bill that he went elsewhere, the assumption is that he travelled simply to the chief public office.

(A. A. G.'s decision, dated 7th March 1911.)

*Date and hour of each road journey to be stated.*

**1340.** When daily allowance is exchanged for road mileage under Article 1065, Civil Service Regulations, it is necessary to state not only the date but also the hour at which each separate road journey commences. In the case of road journeys extending over more than one day, the number of miles travelled each day should be stated.

*Public Conveyance.*

**C. S. R.**      **1341.** If a Collector certifies under G. O. No. 474, dated 13th June 1888,  
**1065 (ii).**      Financial, that a conveyance in use in his district falls under the definition of  
a public conveyance, travelling allowance may be admitted on his certificate.  
Only in doubtful cases should reference be made to Government.

(A. G.'s order, dated 8th February 1890. Madras.)

**1342.** The kind of "public conveyance" used should always be stated in the certificate required under this Article.

(A. G.'s Cir. No. XII, dated 3rd July 1889. Madras.)

*Mileage admissible to a Police Constable.*

**1343.** A Police Constable being an officer in inferior service and not being classed as a menial servant is entitled to draw mileage in lieu of daily allowance under Article 1065 (ii), it being held that Rule 1 under Clause (ii) of Article 1065, Civil Service Regulations, is inapplicable in the case of a Police Constable.

(Vide D. A. G.'s order, dated 24th August 1908.)

*Return Journey performed on the same day, mileage for the whole distance, and not from the Chief Public Office, admissible.*

**1344.** A question having arisen as to whether in the case of the return journey by road travelling allowance is admissible for the whole distance travelled, as in the case of the outward journey, for only the distance from the chief public office to the railway station, it was decided that if the journey out and in is performed *in one day*, travelling allowance is admissible for the *whole distance* travelled by road, *i.e.*, from and to the railway station.

C. S. B.  
1065 (ii).

(A. G.'s decision filed with Dy. M. S. 2310, dated 11th March 1905.)

*Election to exchange daily allowance to be exercised for the whole journey.*

**1345.** In a case where an officer travelled by railway from one station to another starting before midnight of one day and arriving at his destination shortly after midnight and elected to draw double fare up to a certain point of the journey and daily allowance for the rest, the Government of India decided that in such cases the election of the officer to exchange his daily allowance for double railway fare should be exercised with reference to the journey as a whole and not with reference to a particular portion of it.

C. S. B.  
1066.

(G. I., F. D., 4387-P., dated 13th July 1907. Dy. G. I. 239.)

**1346.** The term "hired conveyance" applies to bullock carts where such are ordinary means of conveyance. In cases in which officers are eligible under Article 1065 (ii) to draw mileage allowance, subject to the limit of actual expenses, not more than one bullock cart should, in calculating such expenses, be allowed.

(C. C.  $\frac{114\text{-Accts.}}{244}$  A., dated 7th February 1901. Dy. C. C. 902.)

*Officers Exempted.*

**1347.** The Government of Bengal has exempted the following officers from the operation of Article 1066, and has permitted them to draw the allowances

C. S. B.  
1066.

admissible under Chapter LII, subject to the usual condition that no daily allowance is to be drawn for the period of absence :—

(a) Excise Darogas, Sub and Deputy Inspectors.

(B. G. No. F. <sup>2-A</sup>/<sub>22</sub> 15, dated 11th June 1890. Dy. G. B. 945, and G. B. No. 1970,

(B. G. No. 1907 <sup>T</sup>/<sub>F</sub>., dated 14th October 1902. Dy. G. B. 3375.)

(b) All officers of the Educational Department whose salary does not exceed R200 a month.

(F. G. No. F. <sup>2-A</sup>/<sub>60</sub> 9, dated 23rd August 1889. Dy. G. E. 1667.)

NOTE 1.—Bills presented under the concession allowed should be carefully scrutinized by Controlling Officers under Article 1161 (a).

NOTE 2.—This concession applies to officers only, and not to menials.

(B. G. No. 70-T. F., dated 5th May 1897. Dy. G. B. 1887.)

(c) The Assistant Surgeon in medical charge of Angul.

(B. G. No. 97-P., dated 10th January 1895. Dy. G. B. 3945.)

(B. G. No. 5408-S., dated 11th December 1897, Dy. G. B. 4006, No. 4368, dated 28th January 1898, Dy. G. B. 4712, No. 3360, dated 7th August 1896, Dy. G. B. 2976, No. 5676-S., dated 21st November 1898, Dy. G. B. 3472, No. 6573-S., dated 21st November 1898, Dy. G. B. 3471, and No. 2164-S., dated 14th April

1898, Dy. G. B. 217, No. 280 <sup>T</sup>/<sub>M</sub>., dated May 1901, G. B. 805, and No. 1971-S.,

dated 16th July 1901, G. B. 1678.)

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(d) Probationary Deputy Collectors and Probationary Sub-Deputy Collectors for the whole period of any absence from Head-quarters provided that the Collector of the District certifies that daily allowance would be insufficient to cover actual travelling expenses. This certificate should be attached to the travelling allowance bill in each case.

(Vide G. B., F. D., Circular No. 1-T. F., dated 10th April 1905. Dy. G. B. 281.)

(e) Civil Hospital Assistants while employed on Cholera duty in the district of Khulna."

NOTE.—This concession is granted with retrospective effect from the year 1896. Bills presented under this concession will be carefully scrutinized by the Controlling Officers to prevent abuse.

(B. G. 2759-Medl., dated 29th May 1897. Dy. G. B. 838.)

(f) The Sub-Registrar of Salepur in the district of Cuttack for his journey from Salepur to Mohanga once every quarter for supervising the distribution of pay of Chowkidars and Daffadars at the Mohanga Police Outpost.

(G. B., F. D. No. 907-F., dated 4th March 1909. Dy. G. B. 5800.)

(g) The Assistant Surgeon of Kohima.

(C. C.-O.'s 1496-A., dated 1st October 1892.)

**1348.** The Sub-Assistant Surgeon attached to the Jagannathpur Dispensary in the District of Singhbhum for his weekly visits to the Kotgarh hāt to treat sick persons at that place.

NOTE.—The bills on account of these allowances should be carefully scrutinized by the Controlling Officers under Article 1901 (a) so as to prevent any abuse of this concession. (B. G. Order No. 521-Medl., dated 21st February 1911. Dy. G. B. 5709.)

**1349.** The restriction contained in the first sentence of Article 1055 of the Civil Service Regulations applies to daily allowances claimed under Article 1067 for journeys within 5 miles of head-quarters.

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(G. I., F. D., No. 1042-F. O. & A., dated 25th February 1909. Dy. G. I. 610.)

### Officers in the Survey of India Department.

*20 miles' rule to be applied.*

**1350.** In the case of Survey Officers, for journeys in the field [Article 1070 (i), Civil Service Regulations], the provisions of Article 1065 should be applied in addition to those of Article 1070.

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(G. I., F. D., No. 650, dated 6th February 1895. Dy. G. I. 376.)

**1351.** The travelling allowance of a Survey Officer in the Survey of India Department should be regulated by Article 1070. The rule regarding the 20 miles limit which is of general application, should be enforced in applying Article 1070 (a) (1) and the provisions of this Article regarded as a restriction additional to those of Article 1065.

(G. I., F. D., No. 2006-Ex., dated 30th April 1895. C. I. T.)

*Daily Allowances for halts.*

**1352.** A Survey Officer on a journey to and from the field can draw daily allowances for halts on duty in the course of the journey unless he draws actual travelling expenses under Article 1070 (a) (ii).

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1070.

(G. I., Rev. Dept., No. 1126-50-2, dated 4th May 1896. C. I. T.)

*Survey Officers accompanying a Military Force.*

**1353.** Survey Officers accompanying a Military Force in the field come under Military rules as regards carriage, forage, etc., and are not entitled to travelling allowances.

(G. I., Rev. Dept., No. 597 and 92-117-8, dated 13th October 1884. C. I. T.)

*Cabs, carts, and horses are not public conveyances.*

**1354.** Cabs, carts and horses are not regarded as public conveyances for the purposes of the travelling allowance rules.

(G. I., F. D., No. 250-S. R., dated 21st January 1898. Dy. G. I. 356)



*Journey from recess quarters to the field.*

**1355.** The journeys of Survey Officers from the recess quarters to the field and *vice versa* are not journeys on transfer, but they may be allowed travelling allowance under Article 1105, Civil Service Regulations, when they take privilege leave during the move from the recess quarters to the field and *vice versa*.

(G. I., P. D., No. 2140-T. A., dated 24th April 1903.)

*Temporary supervisors.*

**1356.** Temporary supervisors attached to survey parties in Bengal are entitled to the benefit of Article 1070 (ii), Civil Service Regulations.

(G. I., P. D., No. 8000-P., dated 19th December 1904. Dy. G. I. 1047.)

*Travelling allowance of Inspectors and Sub-Inspectors of Vaccination.*

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1072.

**1357.** The Inspectors and Sub-Inspectors of Vaccination in Bengal are granted in lieu of travelling allowances under the ordinary rules (1) a pony allowance of Rs 10 a month subject to the condition that a pony is actually maintained, and (2) a daily allowance of twelve annas in the case of Inspectors and eight annas in that of Sub-Inspectors, on condition that they will be debarred from drawing mileage; but that (3) they should continue to draw the usual travelling allowances under the rules for journeys by rail.

(G. I., F. D., No. 4608-C. S. R., dated 23rd October 1911. Dy. G. I. 430.)

**Inferior Servants.***One day's daily allowance to be given for journeys made in 24 hours.*

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1073.

**1358.** The intention of this Article is that the *bonâ fide* railway fare actually paid by an inferior servant should be refunded by the State, and that, in addition to the fare, he should be granted any daily allowance to which he may be entitled under the general rules. When, therefore, an inferior officer makes railway journeys on two successive days, involving an absence of less than 24 hours from head-quarters, he should receive single railway fare for each journey *plus* one day's daily allowance, if he belongs to the class of officers who are entitled to daily allowance.

(G. I., F. D., No. 2237-P., dated 11th May 1896. Dy. G. I. 76.)

**1359.** Constables of the River Police deputed to travel on inland passenger steamers may be granted daily allowance of two annas in addition to a free pass or the amount of the fare for every day on which they are absent from their stations for more than eight hours.

(G. I., H. D., No. 1019, dated 1st August 1908, with F. D., 4617-T. A., dated 6th August 1908. Dy. G. I. 175.)

Section VI.—Conveyance Allowances.

*Conditions of grant.*

1360. An officer's salary is supposed to include the cost of keeping up such means of conveyance as are requisite for his ordinary duties, if he is of the same standing as persons who ordinarily use such means of conveyance. It is only when an officer's duties involve an extraordinary amount of moving about within a limited area that a claim for conveyance allowance can be recognized by Government; and even this rule is not without exceptions, for, in many cases, the salaries of officers have been fixed with special reference to the expenditure involved in the performance of their duties, and in such cases no further claim for a conveyance allowance can be admitted. Such cases are those in which the pay of the appointment has been fixed at a specific amount peculiar to itself, and is not determined by the rate fixed for a group of appointments, to some of which only the special duties are attached.

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1074.

Further, it is only in a few exceptional cases that any claim for an allowance on account of a carriage should be admitted. Officers on high pay may be presumed to possess a carriage, and in their case the conveyance allowance should merely represent the cost of keeping one, or, if the requirements of the case are altogether special, two, additional horses. On the other hand, officers on low pay, who do not ordinarily use carriages, are sufficiently provided for when the cost of maintaining a horse or pony is granted to them.

In accordance with the principles above stated, the allowances may be classified as follows:—

- (i) Where the duties are such as to necessitate the keeping of a horse specially for them.
- (ii) Where the duties are such as to necessitate the keeping of two horses specially for them.
- (iii) Special cases in which the allowance should include the cost of keeping a horse and carriage.
- (iv) Where the duties are such as to necessitate the keeping of a pony specially for them.
- (v) Cases of occasional conveyance in and about a large town.

The amount of allowance should, of course, vary in different localities, and the Government of India considers that the following is a suitable scale:—

Case (i) One horse—	₹
In Bombay, Calcutta or Rangoon . . . . .	35
In other expensive places . . . . .	30
In ordinary cases . . . . .	25

(ii) Two horses—	R
Expensive places . . . . .	60
Ordinary places . . . . .	50
(iii) Horse and carriage . . . . .	50
(iv) A pony—	
Expensive places . . . . .	20
Ordinary places . . . . .	15
(v) Occasional conveyance in and about a large town—	
Officers on salary over R300 . . . . .	Nil
Chaplains and officers on salaries of R100 and not exceed- ing R300 . . . . .	20
Officers on salaries below R100 . . . . .	15
Boat allowances according to circumstances.	

The amounts stated above are intended as maximum amounts; the allowance granted in any particular case may be of such smaller amount as the Government, in consideration of the circumstances, may judge to be adequate, but it should never exceed the limits above laid down. The Government of India further lays down the principle that conveyance allowance is given to enable officers to meet certain specific expenditure, and that the Government is entitled, in every case in which the allowance is given at the maximum rate applicable, to see that it is spent in the way intended. If an officer gets R20 towards the keep of a horse, it would not be necessary to enquire in what precise manner he spent it, so long as the duties for the performance of which it is paid did not suffer. But the maximum amount of allowance prescribed should in no case be drawn except upon a certificate that the necessary means of conveyance are maintained.

(G. I., F. D., No. 1705, dated 30th March 1888, Madras. Dy. A. G., 6174, dated 23rd December 1912.)

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1361. Under the authority conveyed in G. I., E. D., No. 54, dated the 19th November 1911, the Government of Eastern Bengal and Assam can sanction the grant of conveyance allowance at a rate not exceeding R20 a month to Zenana Governesses who are appointed to visit several centres of instructions in a tour.

(G. I., F. D., No. 491-C. S. R., dated 27th January 1911. Dy. G. I. 292.)

1362. The fixed conveyance allowance of R15 drawn by Sub-Inspectors of Police is not forfeited where daily allowance is drawn.

(G. I., H. D., No. 275, dated 21st March 1910, with F. D. 1861 F. O. and A., dated 14th April 1910. Dy. G. I. 15.)

NOTE.—The restriction in Article 1077 (b) of the Civil Service Regulations does not apply to officers other than those named in the list contained in Article 1077.

*Horse allowance of Military Hospital Assistants, etc.*

**1363.** Military Hospital Assistants attached to Survey parties in Bengal are allowed, in the place of their fixed horse allowance of ₹7-8 per mensem, the usual daily allowance admissible to them under the rules during the field season only and are allowed increased rate of horse allowance at Rs. 15 per mensem during the recess.

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(G. I., R. and A. Dept., No. 1015-60-2, dated 21st May 1900, received with G. I., F. D., No. 2465-A., dated 23rd May 1900. Dy. G. I. 51.)

**1364.** A conveyance allowance of ₹15 a month is granted to Sergeants of the Eastern Bengal and Assam Police.

1075 and  
App. 26.

(G. I., H. D., No. 1107, dated 15th December 1909, with F. D., No. 6367 F. O. & A. O. Dy. G. I. 235.)

**1365.** Palki allowance admissible to Hospital Assistants holding temporary charge of a Civil Station will be passed on a certificate from the Civil Surgeon to be attached to the bill to the effect that he formally made over charge of the station to the Hospital Assistant, and stating in it the date and hour of making over and resuming charge by him. If the Civil Surgeon makes over charge in the afternoon of any day and resumes charge in the forenoon of any day, the palki allowance will be inadmissible for those days.

1075 and  
App. 26.

(No. <sup>253</sup>/<sub>4573</sub>, dated 7th September 1891, to Dep. Sur. Genl., Assam.)

**1366.** The sanction of the Government of India to the grant to a Municipal servant of a horse allowance not in excess of that admissible to a Government servant is not necessary.

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1075.

(G. I., H. D., No. 2738, dated 10th November 1900. C. P.)

**1367.** Inspectors and Sub-Inspectors of Vaccination in the dry districts of Bengal are entitled to a pony allowance of ₹15 a month, subject to the condition that a pony is actually maintained.

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(G. I., Education Department (Sanitary), letter No. 1649, dated 18th October 1913, received with G. I., F. D. No. 1344-E. B., dated 27th October 1913.)

**1368.** A horse allowance of ₹20 per mensem is granted to Income-tax Assessor of Dacca on condition that the total travelling and horse allowance drawn by the Assessor shall not exceed the maximum travelling allowance of ₹90 per mensem fixed under the note to entry No. 26 of Appendix 25.

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1075 and  
App. 26.

(L. G. 5446-F., dated 4th September 1909. Dy. L. G. 1455.)

**1369.** The Sub-Inspectors of Police who are provided with Government boats or for whom fixed Boat Establishments are sanctioned either for portions of the year or all the year round, in thanas where travelling by land as well as by boat is required, will draw travelling allowance under Article 929 (i), Civil Service Regulations, in addition to a fixed conveyance allowance of ₹15

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1076.

sanctioned in Government of India, Finance Department, No. 1497, dated 17th December 1908, subject to the conditions specified therein. When the jurisdiction is entirely accessible by boat and it is not necessary for the officers to maintain horses, no conveyance allowance for horses should be given.

(Vide I. G. of Police's memo. No. <sup>534-34 Bt.</sup><sub>11-35-08.</sub>, dated 12th February 1910, filed in Dt.—<sup>T.M.</sup><sub>149</sub>—  
of 1907-08. Dy. P. B. 1140.)

### Section VII.—Conveyance Hire.

#### *Medical Subordinates not entitled.*

**J. S. R.** **1370.** This Article does not apply to cases of Medical Subordinates in charge of hospitals and dispensaries visiting localities within a radius of 5 miles of their head-quarters on the outbreak of epidemics.

(G. I., F. D., No. 2730-Ex., dated 8th June 1895. Madras.)

#### *Responsibility rests with the Head of the Office.*

**J. S. R.** **1080.** **1371.** The responsibility for charges on account of carriage hire incurred under Article 1080, Civil Service Regulations, rests entirely with the head of the office and it is not open to an Audit Officer to challenge his decision. If an Audit Officer considers in any case that the head of the office is abusing his discretion, he should refer the matter to Government, but in the meantime he should admit the charge.

(G. I., F. D., No. 2332-P., dated 26th April 1908. Dy. G. I. 44.)

#### *Admissibility of Conveyance Hire.*

**J. S. R.** **1080.** **1372.** The following principles shall be adhered to in the payment of conveyance hire to non-Gazetted Officers of the Secretariat and other Calcutta offices subordinate to the Local Government in which it is at present the custom to make such payments. Where such allowances have not previously been given it is unnecessary to introduce the practice :—

- (a) Such allowances shall be admissible to all non-Gazetted Officers without restriction of grade.
- (b) They shall be paid when non-Gazetted Officers are urgently summoned to attend office at times when their presence would not ordinarily be required, and when they are directed to come with special rapidity. The order instructing them to attend office should state whether conveyance hire will be paid by Government, and if this is not so expressly stated, no allowance will be passed. The fact that a non-Gazetted Officer attends on a Sunday or holiday or at any time at which he would not ordinarily be present, is no justification for the grant of the allowance, if he is given due notice to attend at that time and if his presence is not required immediately. The criterion to be

observed is not the nature of the date upon which the non-Gazetted Officer attends, but the urgency with which his presence is required.

- (c) If the non-Gazetted Officer can conveniently use the tram, tram hire only shall be paid, otherwise the actual fare paid for conveyance by 2nd class ticca gharry.
- (d) Conveyance allowance shall not be granted in any department under circumstances other than the above.
- (e) The above directions are not intended to cover the case in which a non-Gazetted Officer or a chaprasi is given a particular message to take to a particular place at once, and is directed to proceed there by hired conveyance. The cost shall then be paid under the orders of the officers authorised to despatch the non-Gazetted Officer or chaprasi, as the case may be.

(Vide Financial Department Resolution No. 1652-F., dated 2nd April 1910)  
Dy. G. B. 226

NOTE—This Resolution does not apply to the High Court.

(Vide G. O. No. 753-T. F., dated 7th September 1910. Dy. G. B. 2357.)

**1373.** Conveyance hire cannot be drawn with halting allowance when on tour as it is paid in those cases only in which ordinary travelling are inadmissible and the journey undertaken is in the neighbourhood of the office.

(G. I. F. D., No. 581-P., dated 27th January 1905. C. P.)

*Special rates for special officers.*

**1374.** The Wharf Supervisor of the Calcutta Custom House is entitled to actual hackney carriage hire for his journey from Calcutta to Budge Budge and back calculated according to the route by which he actually travels.

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1082.

(B. G. No. 363-F., dated 27th January 1893. Dy. G. B. 3787.)

**1375.** Officers employed in Calcutta in connection with Bengal Government Plague Regulation No. 15 of 28th March 1899, are entitled to the following fixed conveyance allowance, to enable them to defray the expenses of getting to and from their work at Howrah, Sealdah and River Ghât Examination places:—

Resignation of Officers.	Rate of conveyance allowance.
	R
Hony. Commissioned Officer of the I. M. D. . . . .	50 per month
Military Assistant Surgeon . . . . .	30 " "
Civil Assistant Surgeon . . . . .	20 " "
Hospital Assistant . . . . .	15 " "
European Lady Doctors . . . . .	50 " "
Native Lady Doctors . . . . .	20 " "
Nurses . . . . .	15 " "

(2806-S. R., dated 5th June 1900. Dy. G. I. 66.)

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1082 and  
App. 27.** 1376. A conveyance allowance of Rs per diem has been sanctioned to the Commander of the "Kolodyne" (now "Brahmakund") for those days when the steamer may be lying at Calcutta, and on which it may be necessary for Commander to hire a ghari for the performance of Government duty.

(C. C. No. 871-A., dated 14th June 1890. Dy. 318.)

**C. S. R.  
1082.** 1377. An Audit Officer should not disallow a charge incurred under the provisions of Article 1082, which has been passed by the head of the office on the ground that a cheaper mode of conveyance might have been used even though the charge has been certified by the officer incurring it to have been unavoidable. If the Audit Officer considers in any case that the head of the office is abusing his discretion, he should refer the matter to Government, but in the meantime he should admit the charge.

(G. I. F. D., No. 2332-P., dated 26th April 1906. Dy. G. I. 29.)

## Chapter—LIV.—Other Journeys.

### Section I.—Joining first Appointment.

#### *Forest Students.*

**C. S. R.  
1083.** 1378. With a view to enable stipendiary students to join the Imperial Forest School, Dehra Dun, Local Governments are authorized to arrange, at discretion, for an advance of actual travelling expenses being made to such students.

Stipendiary and private students who obtain, on passing out of the Forest School, appointments in the Government Forest Service are entitled, under Article 1083 of the Civil Service Regulations, to travelling allowance for joining their first appointments.

(G. I., F. D., No. P.-2850, dated 12th July 1892. Dy. G. I. 118.)

*Head of Departments, etc., authorized to grant travelling allowance to non-gazetted subordinates for journey to join first appointment.*

1379. The powers of the Local Government to grant under Article 1083, Civil Service Regulations, travelling allowance to non-gazetted subordinates, whether substantive or temporary, for the journey to join a first appointment in the public service, the rate admissible being that of the Class (Article 1002) to which the appointment which the officer proceeds to join belongs, are delegated to Heads of Departments, Commissioners of Divisions, Collectors and District Judges in respect of the non-gazetted officers subordinate to them.

(B. G. Circular 3-T. F., dated 23th April 1910. Dy. G. B. 605.)

1280. The Inspector-General of Police may sanction under Article 1083 the payment of actual travelling expenses incurred by recruits from outside the

province in the journey from their homes to the station to which they are first posted.

(L. D. 153-J. T., dated 18th January 1910, with Memo. 291-J., dated 3rd February 1910. Dy. L. G. 2779.)

**1381.** In the following cases travelling allowances are admissible for joining a first appointment :—

- (1) To a person appointed to the Survey of India, the Medical or any other Department in any capacity requiring technical skill or knowledge for which he has been specially trained.
- (2) To a person selected in Calcutta to be a European Warder or Assistant Warder on pay exceeding ₹100 in a Jail in the interior of Bengal.
- (3) Not exceeding actual expenses and under the orders of the Local Government, or under its general sanction, of the Inspector-General of Prisons, to Jail officials on a pay of less than ₹10 a month recruited under an authorized system from a district or province other than that in which the officials appointed reside.

(G. I., F. D., 3120-F. O. and A., dated 21st June 1909. Dy. G. I., 71.)

*Indian Member of the Council of India.*

**1382.** Any Indian Member of the Council of India who is habitually fare by resident in India, is entitled to receive ₹1,500 in India as allowance for equipment and voyage.

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1083.

(G. I., F. D., No. 3369-P, dated 8th June 1906. Dy. G. I. 141.)

**1383.** Officiating Munsiffs in Bengal are entitled to a single second class railway fare and actual expenses not exceeding four annas a mile by road from the place of residence from which they start to the station where they should join.

(G. I., F. D., No. 8188-P., dated 27th December 1904. Dy. G. I. 425, and High Court Appellate Side letter No. 1110, dated 4th April 1905, to the address of this office, Dy. Jd. 25 and connected notes filed in Case No. 325 of 1905-06. G. I., H. D., 2111, dated 17th December 1904. With G. I., F. D., 309-P., dated 17th January 1906. Dy. G. I. 179 and G. I., F. D., 2075-P., dated 12th April 1906. Dy. G. I. 14.)

**NOTE.**—Charge for table money, steamer fare for servant and for embarkation and disembarkation may be allowed to officiating Munsiffs under the above orders.

(A. G.'s order, dated 3rd February 1906, and A. G. B.'s G. A-2386, dated 29th March 1906. Dy. A. G. 33.)

*Students for a Veterinary College, etc.*

**1384.** Students selected by Local Governments to undergo a course of training at a Veterinary College or at a Technical School or College in any part of India and also students deputed to visit special exhibitions and demonstrations, such as those occasionally organised in connection with the Industrial School for silk-weaving in Rajshahi, will be granted travelling expenses from General Revenues.

(G. I., F. D., No. 4829-P., dated 27th August 1906. Dy. G. I. 285.)



*Travelling allowance of Compounders for joining first appointments under Government.*

- C. S. R. 1083.** **Exception (a).** **1385.** Compounders require and possess technical knowledge for which they are specially trained.  
(No. 7809, dated 20th December 1907, from the I. G. of C. Hosptls., Bengal. Dy. Medl. 1072.)

*Travelling allowance whence allowed.*

- C. S. R. 1083.** **Exception (a).** **1386.** A person appointed to any of the Departments named in this Article may be allowed travelling allowance from the place where he received the order of his appointment, or, if he belongs to any training school or college, from such school or college, whichever will entail less expense to Government.

(G. I., F. D., No. 3928, dated 31st July 1889. Dy. G. I. 282.)

- C. S. R. 1083.** **1387.** The Director of Public Instruction, may sanction, under Article 1083, the payment of travelling allowance to any female teacher for her journey to join a first non-gazetted appointment under him on condition (a) that she is received from outside the province, and (b) that payment is not made till she is confirmed.

(L. G. 3310-F., dated 15th June 1910. Dy. L. G. 734-E B. & A.)

- 1388.** The Director of Surveys, Bengal, may sanction, under Article 1083 the payment of travelling allowance for a journey to join a first appointment to any person recruited from outside the province for an appointment in the Survey Department requiring technical skill or knowledge.

(E. B. & A. 5136-F., dated 23rd August 1910. Dy. L. G. 1397 E. B. & A.)

*Inspector-General of Prisons authorized.*

- C. S. R. 1083.** **Exception (g).** **1389.** With reference to exception (g), Article 1083 of the Civil Service Regulations, the Government of Bengal has authorized the Inspector-General of Prisons, Bengal, to sanction the actual travelling expenses of Jail officials on a pay of less than Rs10 a month, for joining their first appointments in Government service.

(B. G. Endorsement No. 6106-F., dated 6th December 1895. Dy. G. B. 3874.)

*Foreign recruits for the Calcutta Police.*

- 1390.** The Government of Bengal is authorized to deal with the travelling expenses of foreign recruits for the Calcutta Police, joining their first appointment, under the resolution of the Finance and Commerce Department, No. 5102-Ex., dated 25th October 1895 (embodied in Article 278-A, Civil Account Code).

(G. I. Order No. 621, dated 19th September 1900, received with G. I., F. D., No. 4818-T.-A., dated 2nd idem. Dy. G. I. 236.)

*Holders of Government scholarships tenable in England.*

**1391.** Students selected to hold Government scholarships tenable in England shall be granted, either when proceeding to, or returning from, England, a single second class fare by railway in India, and freight for personal baggage not exceeding three months

G. I., H. D., Resn. No. 15-27, published in page 138 of the Supplement to the *Gazette of India*, dated 20th January 1900, and also Dy. G. I. 380.)

*Assam students holding Medical scholarships.*

**1392.** Assam students holding Medical scholarships at the Campbell Medical Schools are permitted to draw half fares by railway as well as by steamer for their journeys to and from Calcutta to enable them to visit their homes once a year.

(G. I., F. D., No. 538, dated 6th September 1894, with G. I., F. D., No. 5813-Ex., dated 16th December 1895. Dy. G. I. 366.)

*Students for the Normal School.*

**1393.** Local Government may grant travelling allowance to a student selected for education at the Normal School, for the journey to the school at the rates allowed to officers of the third class.

(G. I., F. D., No. 1310-P., dated 14th March 1905. Dy. G. I. 555.)

*Training of Police Constables recruited from different localities both in and outside the Province of Bengal.*

**1394.** Police Constable recruits are permitted to draw travelling allowance in order to enable them to join training Schools.

(G. I., F. D., No. 4182-F. O. and A., dated 18th August 1909. G. I. 252.)

**Journeys by Sea.***"Which he cannot join except by sea."*

**1395.** The condition in this Article "which he cannot join except by sea" should be understood to mean "which he cannot join except by sea without resorting to extraordinary routes and unusual modes of travelling."

C. S. R.  
1085.

(G. O. No. 7530-Rev., dated 23rd November 1889. Madras)

**1396.** The Secretary of State has allowed discretion to the Government of India to grant free passages back to England to all covenanted officers discharged before the expiry of their covenants for inefficiency or other causes, if under their covenants they would have been entitled to a free return passage had they completed the term of their engagements. Similar discretion is allowed for the grant of passages to England or the Colonies to dismissed employes of Government of European parentage and their families who have been discharged for misconduct not amounting to a criminal offence and who are likely to fall into destitution.

C. S. R.  
1087.

(S. of S. No. 39-Public, dated 17th February 1911, with F. D. 1851-C. S. R., dated 29th March 1911. Dy. G. I. 15.)

*Rules for the grant of free passage to Civil officers proceeding to England on duty.*

C. S. R.  
1088.

1397. In the absence of any definite rules on the subject of the grant of free passages to civil officers proceeding to England on duty passages are at present booked by Departments of the Government of India, by Departmental Officers and by Account Officers, sometimes direct with the shipping Companies and at other times through general agents, with the result that Government do not always secure the full benefit of the rebate offered by the various Shipping Companies. The Government of India consider that the most convenient arrangement will be to entrust this work in future to the officers mentioned below :—

- (1) Accountant General Bombay (in respect of passages from Bombay and Karachi).
- (2) Accountant General, Bengal (for Calcutta).
- (3) Accountant General, Madras (for Madras).
- (4) Accountant General, Burma (for Rangoon).

2. Local Governments and Departments of Government of India requiring such passages to be booked, should communicate with the appropriate booking officer as above, who will then make all necessary arrangements direct with the Shipping Companies or their agents.

3. The Government of India do not wish to lay down any rigid rules for the selection of particular Steamship lines, or to suggest any material departure from present practice in this respect, but are prepared to leave the matter to the discretion of the abovenamed booking officers, who should be guided by consideration of economy and by the particular circumstances and needs of each case, e.g., the comparative cheapness of some other line of Steamers might, in cases of urgency, be more than counterbalanced by the greater speed and regularity of the mail service.

4. It is recognised that in certain cases where satisfactory reasons are given by the officer concerned, a cash allowance in lieu of a free passage may suitably be granted, as, for instance, when an officer wishes to travel with his wife or family or when he already has a return ticket, or when a member of two family has a return ticket for a line by which Government would not ordinarily book passages themselves. The amount of this allowance has hitherto been Rs 605, but the Government of India have decided to alter it to the exact exchange equivalent of the amounts paid by the India Office to officers proceeding to India. On this basis the amounts will be :—

	1st class.			2nd class.		
	R	A.	P.	R	A.	P.
For passages booked from Calcutta, Bombay, Madras and Karachi.	618	12	0	528	0	0
For passages booked from Rangoon.	693	12	0	578	0	0

In such cases officers should make their own arrangements for the booking of passages.

(G. I., F. D., Res. No. 236-A, dated 19th March 1914. Dy. G. I. 742.)

*Liability of officers to refund cost of passages.*

**1398.** The Government of India have been authorized, without reference to the Secretary of State, to relieve officers on resignation of their appointment of their liability under the terms of their agreement to refund the cost of passage to India. Each case must be carefully considered on its merits and it is anticipated that the instances in which the concession is granted will be of rare occurrence. **C. S. R.  
1088.**

(*Vide* S. of S.'s Despatch No. 127 (Public), dated 28th July 1911, received with G. I., F. D., No. 5465-C. S. R., dated 5th September 1911. Dy. G. I. 338 filed in Bundle No. G. A. 412 of 1911-12.)

**Section II.—Journeys on Transfer.***Transfer from Local Fund to Government Service.*

**1399.** Local Fund employé transferred to act in an appointment under Government is entitled to travelling allowance subject to the provisions of this Article. **C. S. R.  
1094.**

(G. I., F. D., No. 1133-P., dated 22nd February 1905. Dy. G. I. 512.)

*Certain Probationers entitled to draw travelling allowance on transfer.*

**1400.** Probationary Sub-Registrars, Probationary Deputy Magistrate Collectors, and Probationary Sub-Deputy Magistrate Collectors are entitled to draw travelling allowance on the occasion of their transfer from one station to another and the special orders of Government are not required in each case. **C. S. R.  
1094.**

(B. G., F. D., No. 1404-F., dated 25th March 1907. Dy. G. B. 5813.)

**1401.** The travelling allowance of officiating Munsiffs in Bengal for journeys on transfer should be limited to a single 2nd class fare by railway and actual expenses not exceeding 1 annas a mile by road. **C. S. R.  
1094.**

(G. I., F. D., No. 8188-F., dated 27th December 1904. Dy. G. I. 425.)

**1402.** Policemen transferred temporarily on duty within their own districts for short periods are entitled to the payment of charges for the carriage of their baggage, as they are on permanent transfer. **C. S. R.  
1094.  
Exception.**

(*Vide* G. I. order No. 231, dated 1st March 1911, to the Secretary to the Government of Bombay, received with B. G., F. D., No. 1596-F., dated 27th March 1911. Dy. G. B. 6779.)

**1403.** Although paragraph 847 (a) refers only to the case of a Local Fund employé transferred to act in a Government appointment, it may be taken as laying down the general principle that such an employé transferred to Government service is to be treated as an employé of Government and on this view a transfer to a permanent appointment under Government brings him under Article 1083. **C. S. R.  
1094.**

(A. G., U. P., T. M., 441, dated 17th August 1908. Dy. A. G. 424)

C. S. R.  
1094.

1404. Family travelling allowance is not admissible under rule to an officer who himself is not entitled to travelling allowance.

(G. I., F. D., 2297-P., dated 24th April 1906. Dy. 28.)

### Transfer of Subordinates.

#### *Military Assistant Surgeons.*

C. S. R.  
1098.

1405. Military Assistant Surgeons who are gazetted officers are not entitled to travelling allowance under this Article, but their claim to travelling allowance as warrant officers is admissible under Article 1097 in respect of journeys by sea or river steamer.

(G. I. No. 486, dated 2nd March 1899, received with F. and C. Dept. No. 3874-P., dated 16th July 1902. Dy. G. I. 138.)

#### *"Fare" defined.*

1406. The word "fare" used in Article 1098, Civil Service Regulations, is a general term meaning railway fare or steamer passage money, and the latter includes title to table-money.

Officers are not entitled to draw messing allowance on behalf of servants who accompany them on journeys by steamer.

(G. I., F. D., No. 690, dated 10th February 1898. Dy. G. I. 380.)

#### *"Personal effects" defined.*

1407. "Personal effects" of an officer means his personal property which he takes with him for his personal use. It is not necessarily limited to what a Railway Company may find it expedient to class as "luggage" in its tariff tables.

(G. I., F. D., No. 739-S. R., dated 16th February 1899. Dy. G. I. 385.)

1408. An officer entitled to the concession in this Article may be allowed the cost of carriage of his personal effects by goods train or cargo steamer within the limits of the prescribed scale, however such effects may be carried, *i.e.*, whether by goods train or passenger train or otherwise.

(G. I., F. D., No. 1323-S. R., dated 23rd March 1900. Dy. G. I. 464.)

C. S. R.  
1098.

1409. Officers entitled to the special rates of travelling allowance on occasions of transfer prescribed under Article 1098, are not limited to the rate of travelling allowance laid down in that Article, but have the option of drawing travelling allowance under this Article or under Articles 1011 and 1012.

(G. I., F. D., 2819, dated 7th June 1889. Dy. 23.)

**1410.** An officer entitled to second class accommodation but travelling with his family in the third class can draw the equivalent of the number of third class tickets in lieu of second class tickets admissible to him provided that the cost of the third class tickets does not exceed the second class fares admissible to him.

(G. I., F. D., 4309-P., dated 31st July 1906. Dy. G. I. 118.)

*Transfer to Gazetted Appointment.*

**1411.** An officer on transfer from a non-gazetted to a gazetted appointment may be allowed the concession stated in this article.

(G. I., F. D., No. 1600-Ex., dated 10th April 1896. Madras.)

**1412.** The Government of India have stated that in conferring the privilege of gazetted rank on Civil Sub-Engineers of the Public Works Department in P. W. D. Circular No. 13-P. W., of the 19th July 1910, it was not intended to alter the allowances they were entitled to under the travelling allowances rules as non-gazetted upper subordinates, and sanction their retaining the privileges of Article 1098 of the Civil Service Regulations, applicable to upper subordinates on receiving gazetted rank.

(*Fide* G. I., F. W. D., No. 172-E., dated 10th February 1911, received with Finl. Dept. End. No. 2788-C. S. R., dated 10th May 1911. Dy. G. I. 76.)

*Calculation of period of transfer.*

**1413.** (a) The time spent by an officer in taking over charge of an appointment should not be taken into consideration in calculating the period for which transfer is made

(b) When a transfer which was originally made for a period not exceeding three months, does eventually exceed that period, the officer transferred should be allowed the benefit of Article 1098.

(G. I., F. & C., 2908, dated 20th June 1895, with Accountant General, P. W. D.'s Cir. No. XXII of 1895.)

*Travelling allowance may be drawn although family not taken.*

**1414.** A non-gazetted officer may choose to draw travelling allowances under this article, if the proviso is satisfied, though he may not take his family with him.

(Reference No. 74-T. M., dated 1902-03.)

**1415.** When a non-gazetted officer who was residing with his family is obliged to move them in consequence of his transfer to another station, he may be reimbursed the cost, even though they may not proceed to his new station, but the travelling allowances drawn must be limited to actual expenses not exceeding the amount which would have been admissible if the family had proceeded to the officer's new station.

(G. I., F. D., No. 4604-P., dated 14th August 1906. Dy. G. I. 259.)

*Civil Sub-Engineers.*

- C. S. R. 1098.** 1416. Civil Sub-Engineers who are treated as of gazetted rank are allowed to retain the privileges of Article 1098, Civil Service Regulations.

(G. I., P. W. D., 853-E., dated 2nd March 1911, with Dy. G. B. 6094.)

*Submission of a certificate in lieu of sub-vouchers.*

- C. S. R. 1098. Note.** 1417. If the vouchers for the actual expenses incurred are not forthcoming with the travelling allowance bill, a certificate from the head of the office should be called for, stating that he is satisfied that the charges were actually incurred by the officer.

(Vide A. G.'s order, dated 4th August 1910, on Dy. P. L. D. 835, dated 8th April 1910.)

*Inferior servants not entitled.*

1418. Inferior servants on transfer are not entitled to travelling allowance under Article 1098, Civil Service Regulations.

(A. G.'s decision. Madras.)

*Transfer on famine duty.*

1419. The words "besides the cost of other journeys" in Article 84 of the Civil Service Regulations are intended not to grant any particular scale of travelling allowance, or cost of travelling, but to express the fact that the famine allowance was meant to be over and above, and not inclusive of, what the officer was entitled to on account of travelling. An officer whose case falls within the terms of Article 1098 is therefore not debarred from drawing allowances under that article by the fact that he is also entitled to the benefits of Article 84. In this respect a transfer on famine duty should be dealt with like any other transfer.

(G. I., F. D., No. 3105-L. R., dated 21st July 1898. Dy. G. I. 127.)

- C. S. R. 1098.** 1420. A female officer cannot claim travelling allowance under this article for her husband except in the case of the latter being wholly dependent on her. Such claims should, however, be referred for the decision of the Government of India by the Local Government concerned.

(G. I., F. D., No. 727-E. B., dated 29th October 1912. Dy. G. I. 467.)

*Journey by road treated as a whole.*

- C. S. R. 1098.** 1421. The journey by road should, for the purpose of calculating the amount admissible under this article, be treated as a whole, even if it is divided into two or more parts by a journey by railway or steamer intervening.

(A. G.'s ruling, dated 8th January 1901. Madras.)

*Two months how counted.*

**1422.** To entitle an officer to travelling allowance under this article on account of any member of his family subsequently joining him, the journey should be commenced within two months of the officer's making over of charge at the old station, and completed within two months of his taking charge at the new station.

(A. G.'s decision. Madras.)

*Transfer during privilege leave.*

**1423.** In the case of an officer who was transferred during privilege leave and who received his orders of transfer at a place which is at a greater distance from his new station than his old station is, the Government of India agreed, that it is rational in such cases to ignore the certificates required by Article 1098, Civil Service Regulations, and to grant the travelling allowance which would be admissible had the officer actually travelled from his old station to the new one.

(G. I., F. D., No. 7109-P., dated 25th November 1903. Madras.)

**1424.** A clerk in the office of the Accountant-General, Bengal, was transferred to the office of the Comptroller, Assam, in a permanent vacancy on probation for three months, and he reverted to Bengal at his own request within a period of three months. The Government of India ruled that the clerk had not forfeited his title to the benefit of Article 1098 for his journey from Bengal to Shillong by reverting at his own request to Bengal within a period of three months.

(G. I., F. D., No. 4525-P., dated 15th July 1904. Dy. 52.)

**1425.** The Head of the Office, and not the Audit Office, is responsible for the accuracy of the claim for family travelling allowances under Note 1 to Article 1098.

(C. G., No. 2327, dated 3rd December 1906. Dy. C. G. 534.)

**When Leave Intervenes.***Transfer while on privilege leave in London.*

**1426.** An Officer at Tarbat-i-Hydari was, while on privilege leave in London, transferred to Sibi and it was found on calculation that travelling allowance from London would be less. The Government of India decided that the officer should be allowed to draw travelling allowance to Sibi from the port in India at which he landed (and not from London, the officer having been on privilege leave which was not leave out of India).

(G. I. F. D., No. 6886-P., dated 13th December 1905. Dy. G. I. 441.)



- C. S. R.** 1105. **1427.** An Officer transferred during privilege leave who receives his orders of transfer at a place out of India is entitled to travelling allowance from the last station to which he was posted before proceeding on leave.

(G. I., F. D., No. 856-A., dated 11th February 1902. C. P.)

### Officers in Inferior Service.

*Officers to whom powers have been delegated.*

- 1428.** In case of transfer of inferior servants, the Government of India have delegated to the Inspector-General, Civil Veterinary Department, under Article 1107, the power to sanction travelling allowance.

(G. I., F. D., No. 6345-T. A., dated 19th December 1900. C. I. T.)

- 1429.** The Inspector-General of Prisons is vested with authority to pass travelling allowance to Warders employed in the Jail Department.

(G. B., No. 1045-P., dated 6th August 1883 Dy. G. B. 2022.)

### Section III.—Journeys to Hill Stations.

*Officers authorized to go to Darjeeling.*

- C. S. R.** 1110. **1430.** The Governor has authorized the following officers to accompany the Government to Darjeeling :—

Director of Land Records and Agriculture.

Director of Public Instruction.

Inspector-General of Registration.

Inspector-General of Jails.

Inspector-General of Police.

Inspector-General of Civil Hospitals.

Sanitary Commissioner.

Member of the Board of Revenue.

Secretary to the Board of Revenue.

(B. G., No. 2051-F., dated 20th March 1901. Dy. G. B. 5584.)

- C. S. R.** 1110. **1431.** It was the practice for the Examiner of Public Works Accounts in Bengal to go to the Hills for about two months in each year. The Examiner of Accounts having ceased to be the head of an independent office, in consequence of the amalgamation of the Civil and Public Works Accounts, the Government of India have decided that, in view of this change in his status and duties, this concession can no longer be granted.

(*Vide* G. I., F. D., No. 4871-F. E., dated 7th August 1911. Dy. G. I. 2857.)

**1432.** The officers mentioned in the above paragraph are *required* to accompany the Government to Darjeeling, and not merely permitted to do so.

(B. G., No. 3748-F., dated 11th July 1884. Dy. G. B. 1421.)

*Travelling allowance admissible to Heads of Departments for tours on way to and from Darjeeling.*

**1433.** A Head of a Department going up straight from Calcutta to Darjeeling, or *vice versa*, will in future draw no travelling allowance. He will only be entitled to draw travelling allowance while on a tour of inspection up to the last head-quarters of a district inspected, and in no case will he be entitled to draw travelling allowance beyond Jalpaiguri. Similarly, the first head-quarters station inspected, of a district outside the Darjeeling district, will be the point from which travelling allowance may be drawn on the return journey. All tours of inspection made within the Hills will be treated as beginning at Darjeeling.

C. S. R.  
1110.

The expenses of clerks who accompany Heads of Departments to the Hills will be paid by Government as heretofore, but the smallest possible establishment should be taken on these occasions.

(B. G., No. F. 1-H. 1—18, dated 16th January 1890. Dy. G. B. 3399, and G. I., F. D. No. 442, dated 6th January 1890. Dy. G. I. 792.)

*Commissioner of Excise and Salt.*

**1434.** The Commissioner of Excise is authorised to take with him one clerk to Darjeeling.

C. S. R.  
1110.

(G. B., F. D., No. 1395-T. F., dated 21st September 1912. Dy. G. B. 3882.)

### Darjeeling Allowance Code.

*Travelling allowances.*

- (a) **1435.** All officers, other than inferior servants, draw travelling allowance at the rates laid down in the Civil Service Regulations.
- (b) Inferior servants, including distributors, pressmen, etc., will receive an allowance of Rs 13 to cover the cost of the journey each way.
- (c) Any clerk or inferior servant, who can satisfy the head of his department that he has urgent reasons for proceeding to Calcutta, owing to serious illness among the members of his family, or for other sufficient grounds, may once in a season be permitted to go to Calcutta, and return at the public expense. In such cases only the usual fare, or, in the case of an inferior servant, the actual fare for the class in which the officer is entitled to accommodation, will be granted.

*Extra allowances at Darjeeling.***Clerks.**

**1436.** (a) Allowances on the following scale will be granted, in addition to salary, from the day of leaving Calcutta to the day of return :—

For clerks whose actual salary is—

	Extra allowances.
R200 a month or more . . . .	R80 a month.
„ 150 and less than R200 . . . .	„ 70 „
„ 100 „ „ „ „ 150 . . . .	„ 60 „
„ 60 „ „ „ „ 100 . . . .	„ 50 „
„ 25 „ „ „ „ 60 . . . .	„ 40 „

(G. I., H. D., No. 1147, dated 15th July 1896, read with G. I., F. D., No. 3354-P., dated 6th August 1896. Dy. G. I. 155, see also B. G. No. 3954-F., dated 24th July 1896. Dy. G. B. 1831.)

**Inferior servants.**

(b) An addition of one-third of salary from the day of leaving Calcutta to the day of return thereto, with an extra allowance of **R1** to those whose salary does not exceed **R12**, for the period of residence in Darjeeling.

**NOTE.**—The term “residence” in this rule includes only the day of arrival at Darjeeling, but not the day of departure therefrom.—(B. G. No. 959-F., dated 14th February 1895. Dy. G. B. 4495.)

**Press Establishment.**

(c) The following extra allowances are granted :—

**C. S. R.  
1110.**

Superior servants who are not compositors.	The same as for clerks in rule 4.
Compositors . . . . .	An amount equal to their pay in Calcutta.
Inferior servants . . . . .	One-third of salary.

*Charge allowances.*

The following charge allowances are granted :—

**1437.** (a) To the Head Assistant or Clerk in charge of an office at Darjeeling—

If the number of clerks, excluding the officer in charge, exceeds nine . . . .	R80 a month.
If the number of clerks, exceeding the officer in charge, exceeds three . . . .	R50 „

(b) To the Reader in charge of the press—

If the number of men, other than servants,  
excluding the officer in charge, exceeds nine R50 a month.

If the number of men, other than servants,  
does not exceed nine . . . . . R25 „

NOTE 1.—The allowances are payable during the period spent on service in Darjeeling and are admissible without reference to other allowances to which the officers are entitled.

NOTE 2.—The above rule is an amended one, inserted by G. I., F. D., No. 383-P., dated 10th August 1885.) Dy. G. I. 209.)

*Warm clothing to Inferior Servants.*

1438. (a) Messengers, not serving as orderlies and duffries, will receive a suit of warm clothing every year.

(b) Every inferior servant will receive once a year a blanket costing R2-8, or an allowance of that amount for a blanket.

*House-Rent.*

1439. Clerks not provided with accommodation in Government buildings are entitled to house-rent allowance according to the following scales:—

Clerks on pay of not less than R100	.	R25 a month.
„ „ „ 100	.	20 „
„ „ less than 100	.	10 „

NOTE 1.—A full month's house-rent is admissible under the above rule if a clerk arrives at Darjeeling between the 1st and 15th of any month and leaves it between the 16th and the end of the month; 15 days' rent, if he leaves between the 1st and 15th and rent from the 16th to the end of the month if he arrives between that period.

NOTE 2.—The bill for the above rent should be supported by a certificate from the head assistant in charge that the rent was actually paid by the clerk for the period in question, and that it was impossible for him to procure accommodation for the broken period. The certificate must not be given if the clerk goes down during the season and is replaced by another clerk.

C. S. R.  
1110.

(B. G., No. 6083-F., dated 1st December 1900. Dy. G. B. 3731.)

NOTE 3.—Inferior servants are entitled to free accommodation.

(G. O., No. 1517-T. M., dated 15th September 1900.)

NOTE 4.—When quarters are not available for any servant in a Government building house-rent not exceeding R2 a month may be granted under a special order of Government.

(G. O., No. 1738, dated 22nd October 1900.)

*Miscellaneous.*

1440. (a) An officer who accompanies the head-quarters of Government to Darjeeling may draw his pay and the allowance admissible under these rules either at Darjeeling, or in Calcutta, or partly at Darjeeling and partly in Calcutta.

(b) Heads of departments and any other officers whose attendance at Darjeeling the Government may, on public grounds, direct, should, with their establishment, be treated on the same footing in respect to travelling and other allowances as are prescribed for the Secretariat staff.

(c) Allowances payable to establishments during the Governor's tour by land or river are regulated by the ordinary rules of the Civil Service Regulations, Part XI.

(G. I., F. D., No. 1924, dated 7th May 1892. Dy. G. I. 40.)

*Place of duty.*

C. S. R.  
1112.

1441. An officer who proceeds to the hills for his own convenience must go to the hills and back to his place of duty, wherever that may be, without expense to Government. The Local Government in case of dispute or doubt may decide what should be considered to be the place of duty.

(G. I., F. D., letter No. 5452-Ex., dated 30th December 1896. Madras.)

*Director of Agriculture.*

1442. The Director of Agriculture is permitted to stay with the Headquarters of Government at Darjeeling for about two and a half months in the hot weather and about one month and a half in the rains, or for four months in the year.

(B. G., No. 4360-F., dated 16th November 1905. Dy. G. B. 4405.)

1443. The Inspector of Schools, Bhagalpur Division, is not permitted to spend more than 30 days in the year in the Darjeeling Hills (*i.e.*, in the Sadar Sub-Division of Darjeeling, in the Kalimpong Sub-Division or in the hill portion of the Kurseong Sub-Division all included). Inspections in the Terai (plains portion of the Darjeeling District) should be made when necessary and at the most suitable periods of the year. During his stay at Darjeeling he should be treated as on tour subject to the understanding that the ten days' halt rule should not be extended in this case."

(B. G., No. 1161-T. G., dated 4th July 1910. Dy. G. B. 1420.)

(G. B., No. 2185-T. G., dated 31st October 1910. Dy. G. B. 3197.)

C. S. R.  
1112.

1444. In supersession of previous orders No. 1915, dated 23rd July 1910 and of letter No. 2193, dated 5th August 1910, the Conservator of Forests, Bengal, is authorized in the interest of the public service to summon, or permit to come, to his head-quarters in Darjeeling for not more than two months in the period between June and October, any officer of the Imperial Forest Service or any officer of the Provincial Service who is in charge of a Division provided the following conditions are observed:—

(a) That he is satisfied that the work of a Forest Division will not suffer injuriously by the absence of the Officer.

- (b) That there would be no extra expenditure to Government Officers who must defray their own travelling allowance expenses to and-fro from the hills as well as the travelling allowance of any clerks or peons whom it may be necessary for them to take with them.
- (c) That any officer should be liable to be recalled at any time, and when so recalled, shall bear all the costs of his journey to his head-quarters.

(Vide B. G., No. 660-T. R., dated 1st June 1911, received with No. 381-2, dated 4th March 1912. Dy. F. R. D. 465.)

1445. All the Inspectors of Schools in the Presidency of Bengal with the exception of the Inspector of Schools, Rajshahye Division, are authorized to spend one month, from the 20th May to the 20th June, in Darjeeling on the following conditions :--

- (1) That they must have completed and submitted their annual reports to the Director of Public Instruction, Bengal, before leaving their charges ;
- (2) that the work in their Divisions does not suffer in consequence of their absence ;
- (3) that no travelling allowance is drawn by them for journeys to and from the Hills ;
- (4) that the allowance is drawn by them for the period of their stay in the Hills ; and
- (5) that any expenditure on account of travelling or hill allowances for any clerks who may be taken to the hills by them must be defrayed by the officers themselves.

The case of the Inspector of Schools, Rajshahye Division, will be governed by the orders conveyed in General Department letter No. 3676, dated 7th August 1908 (Dy. G. B. 2505) as modified in letter No. 2185-T. G., dated 31st October 1910 (Dy. G. B. 3197).

(B. G., No. 1787-T. G., dated 24th September 1912. Dy. G. B. 3927.)

#### *Deputy Sanitary Commissioners.*

1446. The Deputy Sanitary Commissioners of the Bengal and Orissa Circle and of Behar and Chota Nagpur Circle are authorised to stay at Darjeeling and Ranchi or Hazaribagh respectively from 15th April to 15th June and from 1st September to 15th October or to the end of the Pujah Vacation, but will not draw travelling or halting allowance themselves.

C. S. B.  
1112.

(B. G., No. 302-T. I., dated 25th September 1906. Dy. G. B. 2976.)

1447. All Deputy Sanitary Commissioners, whether belonging to the Indian Medical Service or not, should be permitted to enjoy a short recess in the hills during the hot weather, and the provisions of Article 1112 of the Civil Service Regulations should be so far relaxed that if a Deputy Sanitary

Commissioner during his recess at a hill station is required to proceed temporarily on duty to another station, he may be granted, as a special case at the discretion of the Local Government, travelling allowance for the journey there and back.

(G. I., F. D., No. 345 E. B., dated 13th March 1914. Dy. G. I. 718.)

C. S. R.  
1112.

1448. The Deputy Sanitary Commissioner, Burdwan Circle, is permitted to spend 2 months each year at Kurseong during the quarter ending the 30th June, subject to compliance with the provisions of Article 1112 of the Civil Service Regulations.

(B. G., No. 281 San., dated 30th March 1914. Dy. G. B. 306.)

*Visit of an Accountant-General to Darjeeling.*

C. S. R.  
1113.

1449. In cancellation of all existing orders on the subject, the Government of India have directed that an Accountant-General may, without further sanction, visit the summer head-quarters of his Local Government for a fortnight in each year, but he should first consult his Local Government as to the time when he should avail himself of this concession, in case of an opportunity being desired for the discussion of any matters of importance. The Accountant-General should give previous intimation of his intention to the Comptroller-General, who will satisfy himself that the proposals do not interfere with any special accounts requirements.

A visit to the hills taken under these orders must not entail any extra expense to Government.

(Vide G. I., F. D., No. 4870-F. E., dated 18th August 1911. Dy. G. I. 309.)

C. S. R.  
1114.

1450. Article 1114, as modified by the note, is governed by the conditions of Article 1056, and halting allowance for more than 10 days should not, therefore, be passed without a reference to the Government of India.

(G. I., F. D., 4959, dated 12th December 1891. C. I. T.)

1451. Article 1114, Civil Service Regulations, is a direction to controlling officers and Local Governments and it is the duty of this office to bring it to the notice of these officers when it is not carried out. The Audit Office cannot refuse the travelling allowance if the halt is within 10 days. If it extends beyond 10 days, then Article 1115 applies, and it obviously includes the allowance for halting which would fall under Article 1114 and be disallowed by the Controlling Officer.

(A. G.'s decision, dated 9th December 1910, filed with Dy. A. G. 1931, dated 14th November 1910.)

*Halt at a Hill Station.*

1452. When an officer in the course of an ordinary tour visits, for the purpose of inspection or the like, a place within his ordinary jurisdiction, the fact that the place is a hill station does not take the case out of the travelling rules applicable to tours or bring it within the operation of Article 1112, Civil Service Regulations. Articles 1114 and 1115 are, however, intended for the

purpose of restricting an officer in such a case from converting an ordinary tour visit into a temporary residence at a hill station by limiting the grant of travelling allowance to the officer who so converts it, the travelling allowance of the establishment of such an officer being subject to the same limitations as apply to the officer's own travelling allowance. The question of an officer's halt at a hill station is treated as a question of control, but in the matter of allowances it is not deemed right that an officer should obtain at the charge of the public revenues compensation for extra expenditure which he has incurred for his own convenience and comfort, and which is not imposed upon him by the discharge of the duties of his office.

(G. I., F. D., No. 3876-P., dated 2nd August 1894. Dy. G. I. 155.)

*Hill Station defined.*

**1453.** The entire district of Darjeeling is treated as a "hill station" for the purposes of this rule.

C. S. R.  
1115.

(G. A., 1956, dated 30th November 1908, and A. G.'s decision, dated 4th January 1909, up-

held by C. G. as per U. O. reply No.  $\frac{52-E}{371-11}$ , dated 24th July 1911, filed in Bl.

No.  $\frac{G. A.}{118}$  of 1908-1909.)

*Travelling allowance includes daily allowance.*

**1454.** The expression "travelling allowance," as used in Article 1115, includes daily allowance.

(G. O., No. 24-Fin., dated 10th January 1898, commg. G. I., No. 5417-S. R.—Fin., dated 16th December, 1897. Madras.)

*Officers specially permitted to reside at a Hill.*

**1455.** The Superintendent of the Royal Botanical Garden, Calcutta, is authorized to spend two or three months every year in plantations at Mungpo in the Darjeeling District.

(B. G., No. 2266-T. G., dated 4th September 1905. Dy. G. B. 3121.)

**Section IV.—Journeys to attend Examinations.**

*Preliminary examination of Cantonment Magistrates.*

**1456.** When a Military Officer is appointed to officiate as a Cantonment Magistrate without having previously passed the preliminary examination prescribed in paragraph 2 of Home Department No.  $\frac{7}{1095-1106}$  dated 10th August 1889, he should be granted travelling allowance under Article 1116 of the Civil Service Regulations not more than twice for subsequently appearing at the same examination which is held to be a departmental examination.

C. S. R.  
1116.

(G. I., H. D., No. 729, dated 19th May 1891, read with G. I., F. D., No. 2178, dated 25th May 1891. Allahabad.)



C. S. R.  
1116.

1457. Travelling allowance for attending examinations should be regulated under the rules for journeys on tour except that no halting allowance is admissible.

(Comptroller's order, dated 17th March 1903. C. P.)

1458. "Twice for each standard," used in Article 1116, means twice in all for each standard and not twice for each group of subject in each standard in the case of an officer who passes in one or more groups at a time.

(Extract from Punjab Supplement to Civil Service Regulations. C. P.)

*Mileage in lieu of permanent travelling allowance not admissible for a road journey of less than 20 miles.*

1459. An officer in receipt of permanent travelling allowance who claims travelling allowance under Article 1116, Civil Service Regulations, for appearing at an obligatory Departmental Examination and exercises the option allowed by Article 1046 of exchanging his permanent travelling allowance for the allowances admissible for the journey under Article 1065, is not entitled to draw mileage if his journey by road does not exceed 20 miles in a day.

(G. I., F. D., No. 3758-P., dated 6th July 1906. Dy. G. I. 184.)

*Certificate required.*

1460. Travelling allowance for journeys undertaken to appear at compulsory examinations are admitted upon a certificate that the officer has not previously drawn travelling allowance twice for the same standard.

(Madras.)

*"Proficiency" defined.*

1461. The term "proficiency" in this article implies success in any examination in an oriental language for which a reward is admissible.

(G. I., F. D., No. 5015-T. A., dated 18th August 1903. Dy. G. I. 217.)

*Travelling allowance of locum tenens defrayed.*

C. S. R.  
1120.

1462. When an Assistant Surgeon, or a Civil Hospital Assistant, has to appear, at his septennial examination, the travelling expenses of his *locum tenens* will be defrayed by Government, but the cost to Government should not be increased by the deputation of an officer from a distance, when arrangements of a more local character can be made.

(B. G., No. 225-T. M., dated 3rd June 1892. Dy. G. B. 896.)

*Daily allowance inadmissible to Medical subordinates.*

1463. Medical subordinates are entitled to mileage only. Daily allowances cannot be drawn for days of halt. (See No. 110 of Index Register in T. M.).

## Section V.—Journeys occasioned by Leave or Retirement.

*No extra expenses for absence during holidays or casual leave.*

1464. Government has ruled that the State should not be put to any extra expense in consequence of the absence of an officer during holidays or on casual leave. C. S. E.  
1121.

(G. I., F. D., No. 215, dated 14th March 1894. Madras.)

*Journeys undertaken for the purpose of Examination during Privilege Leave.*

1465. The provisions of Article 1121 of the Civil Service Regulations do not bear the claim of an officer to travelling allowance admissible for journeys under-taken for the purpose of passing an examination, although the officer may be on privilege leave while travelling and during the examination.

(G. I., F. D., No. 1597, dated 15th April 1892, to the Govt. of Punjab. Allahabad.)

*Officer under suspension.*

1466. The sanction of the Government of India is necessary for payment of travelling allowance to an officer who, while on suspension, performs a journey in connection with an enquiry into his own case.

(G. I., F. D., No. 3659-P., dated 20th July 1894. Madras.)

*Grant of passage money to officers proceeding on leave requires Secretary of State's sanction.*

1467. The Secretary of State has ruled that the grant of passage to an officer proceeding on leave is contrary to Article 1121, Civil Service Regulations, and that exceptions to that rule should not ordinarily be made without the previous sanction of the Secretary of State. But such sanction may be anticipated by the Government of India in urgent cases.

(S. of S.'s Despatch 55-Finl., dated 19th April 1907, with G. I., F. D., 4547-F. O. & A., dated 30th August 1910. Dy. G. I. 259.)

*Grant of free passages to European employes of Government dismissed during the currency or on the expiry of their term of covenant.*

1468. The Government of India have discretion to grant a passage home in cases where men, who are entitled to this concession, are discharged during the currency or on the expiry of the term of their covenant for inefficiency or other cause.

C. S. E.  
1121-A.

They have also discretion to sanction free passages to England or the Colonies for dismissed employes of Government of European parentage and their families. The concession is to be allowed only in the case of persons

who are discharged for misconduct not amounting to a criminal offence and who are likely to fall into destitution.

(S. of S.'s Despatch 39-Public, dated 17th February 1911, with G. I. 1851-C. S. R., dated 29th March 1911. Dy. G. I. 12, and S. of S.'s Despatch 22-Public, dated 2nd February 1912, with G. I. 1142-E. B., dated 22nd February 1912. Dy. G. I. 620.)

*Grant of a passage to any country in lieu of passage to England provided for in the Agreement.*

**C. S. R.  
1121-A.**

**1469.** The Secretary of State has sanctioned the grant of a passage to any country or payment in lieu thereof at the discretion of the Government of India in all cases in which an officer's agreement provides for a return passage to England. In the case of an agreement providing for the grant of pay or other allowances during passage to England, the pay and allowances may be granted during passage to any other country. The concession should only be granted subject to the following conditions:—

- (i) That the officer executes a formal renunciation of his claim to the return passage to England in some binding shape,
- (ii) that he leaves India, and
- (iii) that no expenses are incurred beyond the sanctioned rate for a passage to England (or beyond the pay and allowances for the average period of a voyage to England).

(S. of S.'s Despatch No. 48-Rev., dated 18th April 1913, forwarded with G. I., F. D., No. 490-E. B., dated 15th May 1913. Dy. G. I. 117.)

**C. S. R.  
1121-A.**

**1470.** At the instance of the Secretary of State the Government of India have directed that the rule laid down in Article 1121-A, Civil Service Regulations, should be strictly observed and that measures may be taken locally to ensure that it is not overlooked.

Doubtful cases should be referred to the Government of India.

(G. I., F. D., No. 1917, dated 20th April 1910. Dy. G. I. 44.)

### Leave on Medical Certificate.

*If a Military Officer's privilege leave is commuted to medical leave, free passage is allowed.*

**C. S. R.  
1122.**

**1471.** A Military Officer, who is entitled to free passage when proceeding to England on furlough on medical certificate, may be allowed refund of passage money when leave, taken in the first instance as privilege leave, is commuted into leave on medical certificate. But the concession is not admissible when leave on medical certificate is added to, and combined with privilege leave.

(G. I., F. D., No. 3929-T. A., dated 27th July 1901. Dy. No. G. I. 178.)

**1472.** The concession of free passage referred to in Article 1124 is not admissible to Warrant Officers in Civil employ proceeding on, or returning from, leave on medical certificate taken in combination with privilege leave under Article 233.

C. S. R.  
1124.

(G. I., F. D., No. 4346-T. A., dated 19th August 1901. G. I. 66.)

**1473.** Head Warders and Warders who are not natives of Eastern Bengal and Assam are entitled to free passages by rail and steamer when proceeding to and returning from, their homes on combined leave or on furlough, leave on private affairs or leave on medical certificate.

C. S. R.  
1126.

(G. I., H. D., No. 326, dated 14th September 1910, with F. D., No. 5077-Ex., dated 28th September 1910. Dy. G. I. 167.)

### Recall from Leave.

#### *Nature of passage allowed.*

**1474.** Any telegram recalling an officer to duty from leave in England may state whether it is desired that he should proceed to India at once by the quickest route, or should arrive in India by a specified date. In the first case, a passage from Brindisi will be secured and the cost of the railway journey to Brindisi allowed; in the second case, if time admits, a passage will be engaged from London to Bombay.

C. S. R.  
1127.

When an officer under Civil Rules is directed to proceed to India, in such circumstances *via* Brindisi, he shall be allowed (as in the case of an officer under Military rules) the cost of conveying overland 80lbs. of baggage, and a similar concession will be made to officers who may be directed to proceed *via* Marseilles.

In the case of an officer, who is permitted to make his own arrangements for returning to India, the allowance in lieu of passage from London will be £45, and no further payment will be made.

(S. of S.'s Des. recd. with G. I., F. D., No. 3389-S. R., dated 5th August 1898. Dy. G. I. 146.)

**1475.** When an officer under Civil Rules is recalled to duty before the expiration of his leave, and is permitted to proceed *via* Brindisi, he shall receive from the India Office, before his departure, £2 12s. 10d. on account of excess baggage, if provided with a ticket for the ordinary train, and £1 18s. 4d. if provided with a ticket for the special express train.

Officers travelling *via* Marseilles will receive £1.

(G. I., F. D., No. 313-T. A., dated 18th January 1901. Dy. G. I. 584.)

- C. S. R.** 1476. The allowance of 4 cwt. for first class and 3 cwt. for second class  
**1132.** passengers formerly confined to the outward voyage is now extended to all  
 homeward passages taken in the P. and O. Company's steamers under the  
 orders of the Government of India.

(G. I., F. D., No. 2668-S. R., dated 19th June 1899. C. P.)

- C. S. R.** 1477. When an officer under Civil Rules is recalled to duty before the  
**1127.** expiration of his leave, and is required to proceed to India, *via* Marseilles or  
*Brindisi*, he shall be allowed to take overland, free of charge, 140lbs. of  
*luggage*. In order to avoid the necessity of making payments to officers in  
 respect of this concession after their arrival in India, the Secretary of State  
 has decided that in all such cases the sum of £1 shall be paid to the officer in  
 England before embarkation.

(G. I., F. D., No. 5868-T. A., dated 1st February 1900. C. P.)

1478. An officer recalled to duty is not entitled to any expenses incurred  
 by him in returning to Europe or elsewhere to complete the unexpired portion  
 of his leave. The grant of furlough is always subject to the exigencies of the  
 public service, and in times of emergency the furlough of officers is liable to  
 be curtailed. Such being the condition on which furlough is obtained, no  
 claim to compensation in any form whatever can be advanced if Government  
 see fit to shorten the period of an officer's furlough. The concession of a free  
 passage out to India on the recall of an officer to duty, must be looked upon as  
 an act of pure liberality to which the Government of India are not prepared to  
 recommend any addition.

(G. I., H. D., No. 4857-Pub., dated 16th August 1901. C. P.)

### Termination of temporary employment.

*Officers transferred from place to place entitled to travelling allowance from  
 the last station.*

- C. S. R.** 1479. Article 1132, Civil Service Regulations, is intended to meet cases of  
**1127.** officers temporarily employed in one place only and that in the case of officers  
 who by the nature of their duty are transferred from place to place, they are  
 entitled to travelling allowance for the return journey from the last place to  
 which they are posted during the course of their employment.

(G. I., F. D., No. 5030-P., dated 6th September 1906. Dy. G. I. §15.)

- C. S. R.** 1480. There is no objection to the drawal of halting allowance by an  
**1138,** officer for halt at Headquarters if he is summoned there to give evidence  
**Note. 2.** while on leave elsewhere.

(A. G.'s decision, dated 21st December 1907, on a case put up by G. A. D.)

*Warrant Officers.*

**1481.** The concession of free passage referred to in this Article is not admissible to Warrant Officers in Civil employ proceeding on, or returning from, leave on medical certificate taken in combination with privilege leave under Article 233 of the Civil Service Regulations. C. S. R. 1285-A (2nd edition)

(G. I., F. D., No. 4346-T. A., dated 19th August 1901. Dy. G. I. 210.)

**Section VI.—Other Occasions.****To give Evidence.***Certificate required.*

**1482.** An officer attending a Court to give evidence of the nature referred to in Article 1133 should invariably obtain from the Court any travelling or subsistence allowance (not salary) to which he may be entitled under the rules of the Court. If travelling allowance is subsequently claimed departmentally under the above Article, the bill must be supported by a certificate from the Court in the subjoined form :—

C. S. R.  
1133 and  
1134.

Certificate granted to a Government Servant cited as a Witness. *Court*  
of the Certified  
that

(name)

(designation)

was summoned to give evidence before this Court in case No. and has  
been paid—

- (1) As travelling allowance, R
- (2) As subsistence allowance, R
- (3) As compensation, R

(Signature)

*Presiding Officer of the Court at*

Date

(Circular No.  $\frac{T. M.}{T. A. D.}$  135, dated 8th June 1898.)

*Incorporated Local Fund Servants.*

**1483.** Travelling allowances under these Articles may be given to Incorporated Local Fund servants and the amounts paid charged to Provincial Revenues.

(A. G.'s order, dated 21st June 1901. Madras.)

*Local Government authorised to sanction travelling allowance of officers incurred in cases brought against them.*

- C. S. R. 1133.** 1484. The Local Government is authorized to sanction travelling allowance under the ordinary rules in cases in which officers are compelled to leave their jurisdiction to answer criminal or civil cases brought against them in respect of acts done by them in the discharge of their official duty and in which Government has decided to undertake their defence at the public cost.

(G. I., F. D., No. 3390, dated 30th May 1907. Dy. G. I. 135.)

- C. S. R. 1133. Note.** 1485. An officer under suspension summoned to give evidence in any departmental enquiry can be paid travelling allowance under this Article from and to the place from which he is summoned as if he were on duty, and the charge debited to the department to which he belongs.

*Travelling allowance of retired officers and persons not in Government service.*

1486. Retired officers and persons not in Government service can only get travelling allowance in similar cases under the special sanction of the Local Government under Article 278-A, C. A. C.

(A. G.'s order, dated 3rd November 1903. Madras.)

### To obtain Medical Advice.

*Journey performed while in charge of duties.*

- C. S. R. 1136.** 1487. In the case of an officer who, while still in charge of his duties, proceeded to another station to obtain a medical certificate for leave, the Government of India ruled that travelling allowance for the journeys to and from can be granted under the provisions of this Article.

(G. I., F. D., letter No. 4954-Ex., dated 23rd November 1893, Accl.-Genl.'s order, dated 23rd November 1900. Madras.)

*Travelling allowance for journeys to procure health certificates on first appointment.*

1488. Travelling allowance is not admissible for a journey to procure a health certificate required by Article 49, Civil Service Regulations, on first appointment to Government service.

(G. I., F. D., No. 7371, dated 26th December 1903. Dy. G. I. 421.)

1489. Travelling allowance is not admissible for journeys undertaken with a view to consult a dentist at Calcutta.

(A. G.'s order filed with letter, dated 28th April 1910, received from the S. D. O., Khurda. Dy. Pro. 183.)

**1490.** Article 1136 allows the grant of travelling allowance to an officer who is compelled to make a journey in order to procure medical advice of the character which Government undertakes to provide for its servants. The Government does not undertake to provide officers with the services of a specialist.

C. S. R.  
1136.

(G. I., F. D., 3194-Bx., dated 6th July 1895, with A. G. Madras G. 951—8114, dated 13th October 1905. C. P.)

**1491.** An officer is not entitled to any travelling allowance for a journey to appear before a Medical Board in order to obtain a continuance of pension granted to him for a wound.

(G. I., F. D., 5992, dated 29th December 1890, reed. with A. G. P. 15786-T. A. D., dated 28th February 1902. C. P.)

*Travelling allowance of Probationary Chaplains for journeys to procure health certificates.*

**1492.** A Probationary Chaplain who is obliged to undertake a journey in order to procure from a Medical Board the health certificate required under Article 576, Civil Service Regulations, is entitled to travelling allowance.

(G. I., F. D., No. 1578-P., dated 15th March 1907. Dy. G. I. 651.)

*Intention of the rule.*

**1493.** When an officer is obliged to make a journey in order to obtain the first medical certificate showing that he is in ill-health, prescribed in Articles 828 and 833, Civil Service Regulations, he should be granted travelling allowance on the ground that he is not ordinarily relieved of the charge of his duties on such occasions. But an officer who makes a journey to appear before a Medical Board after procuring the first certificate (Articles 829 and 833, Civil Service Regulations), or to have his first certificate countersigned (Articles 833 and 834, Civil Service Regulations), is not entitled to travelling allowance, because the journey is held to be made in his own interest, that is, for the purpose of obtaining leave.

(G. I., F. D., No. 7391-T. A., dated 7th December 1903. Madras.)

*Travelling allowance of officers and students under training.*

**1494.** The power under this Article is delegated to the Director of Public Instruction.

C. S. R.  
1138-A.

(Fide B. G., F. D., No. 3987-F.,—4022, dated 20th November 1911. Dy. G. B. 5476 and G. I., F. D., No. 5824-P., dated 24th November 1909. Dy. G. I. 430.)

**1495.** The Local Government may sanction, at its discretion, travelling allowance on account of journeys made by inferior servants who may be required to proceed to another station in order to obtain the certificate of a Medical Board prior to retirement on invalid pension.

C. S. R.  
1138-A.

(G. I., F. D., 1559, dated 23rd March 1888. C. P.)



C. S. R.  
1138-A.

**1496.** The Local Government may grant to any officers who have been or may be deputed to attend the Malaria class at Amritsar or to similar classes to be held in future, halting allowances (in addition to travelling allowance under the ordinary rule for the journey) for ten days, or for a longer period.

(G. I., H. D., 242-249, dated 2nd February 1910, with F. D., 705 F. O. and A., dated 9th February 1910. Dy. G. I. 280, and G. I., H. D., in 2013-2019, dated 29th October 1910, with F. D., 5996 C. S. R., dated 17th November 1910. Dy. G. I. 232.)

**1497.** It has been decided by the Secretary of State that the general practice of allowing Government scholars 2nd class passages only between India and England should be adopted.

(S. of S. 119-Public, dated 23rd August 1907, with G. I., F. D., 5751-Ex., dated 14th September 1907. Dy. T. A. Dar. 186.)

**1498.** The Government of India have empowered Local Governments to sanction the payment of the travelling expenses of State scholars from India to England and to adjust the cost as a charge against Imperial Revenues, without a reference to any higher authority.

(G. I., H. D., 694-698, dated 31st August 1907, with F. D., 5573-P., dated 6th September 1907. Dy. Rec. Gen. 53.)

**1499.** Students selected to hold Government scholarships tenable in England shall be granted, either when proceeding to, or returning from, England a single second class fare by railway in India, and freight for personal luggage not exceeding three maunds.

(G. I., H. D., 15-27, p. 138 of the Supplement to the *Gazette of India* dated 20th January 1900, and also Dy. G. I. 380.)

**1500.** Officers of the 3rd and 4th classes (as defined in Article 1002, Civil Service Regulations) who proceed to a Pasteur Institute for anti-rabic treatment may be granted actual expenses for journeys by road, at the discretion of Local Government.

(G. I., H. D., Cir. letter No. 419-429, dated 16th April 1911, with F. D. 2509-C. S. R., dated 27th April 1911. Dy. G. I. 31.)

#### *Special Rules for High Officers.*

**1501.** Non-official members of Legislative Councils, when travelling, by sea or in a river steamer, may be allowed the fares of the lowest class for the servants accompanying them subject to a maximum of three and table-money should not be recovered from such members.

(G. I., F. D., 869 F. O. and A. Dy. G. I. 290.)

**1502.** The daily allowance sanctioned for members of Legislative Councils is exempt from both income-tax and annuity fund deductions.

(G. I., F. D., 803 F. O. and A., dated 15th February 1910. Dy. G. I. 287.)

(For List of sanctions given under Act 1138 A, see Appendix 8.)

## Chapter LV.—Special Rates for Special Localities.

*“Rules for Special Officers.”*

**1503.** Forest officers, whatever their head-quarters, are entitled to the extra daily rates of travelling allowance when actually travelling in the Darjeeling district. This concession does not however apply to halts made at the Sadar Station of the district.

C. S. R.  
1139.

(G. I., R. and A., 341-F.—409-2, dated 5th March 1908, with F. B. 1518-8, dated 13th March 1908. Dy. G. I. 713.)

**1504.** One Inspector and two Sub-Inspectors of Vaccination in the district of Angul (who are all Civil Hospital Assistants) draw daily allowance at the increased rate of Rs 12-0 up to a limit of Rs 5 a month, all mileage allowance being withdrawn.

(G. B., F. D., 703-San., dated 23rd March 1910. Dy. G. B. 5644.)

**1505.** When a general increased rate of daily allowance has been sanctioned for a locality under Article 1140, the Local Government has the power to give a still higher rate to particular officers under Article 1139, provided the limit of Rs 10 is not exceeded.

(G. I., F. D., 3752-F. O. & A., dated 18th July 1910. Dy. G. I. 196.)

*“Rules for Special Localities.”*

**1506.** The clerks and chaprasis of the office of the Commissioner of the Rajshahi Division, who accompany him to Darjeeling on tour, are entitled to double the daily allowance to which they are ordinarily entitled.

C. S. R.  
1139.

(Fide B. G. No. 852-T. F., dated 20th June 1912. Dy. G. B. 1665.)

**1507.** The ordinary rates of travelling and daily allowances are increased by 50 per cent. for travelling within the State of Hill Tipperah.

C. S. R.  
1139.

(G. B., F. D., No. 1133-T. F., dated 22nd August 1912. Dy. G. B. 3128.)

*Daily allowance for boat journeys how admitted.*

**1508.** The increased daily allowance for boat journeys in the river districts of Bengal may be passed on a certificate that a boat was retained.

C. S. R.  
1140.

(G. I., F. D., No. 57, dated 3rd August 1889. Dy. G. I. 602.)

*Rules for special officers.*

**1509.** The Tahsildar of Chandkhali, Kulna, is entitled to travelling allowance for journeys by boat within his jurisdiction.

(G. I., F. D., No. 7501-P., dated 30th November 1904. Dy. G. I. 376.)

**1510.** The Deputy Inspector of Schools, Jalpaiguri, may, when travelling on duty in the Darjeeling Terai, be treated as an officer stationed in the Darjeeling district and entitled to double daily allowance.

(G. I., F. D., No. 3915, dated 27th October 1886. Dy. G. I. 429.)

*Mileage allowance in Sikkim.*

**1511.** The mileage allowance is, subject to the provisos in Article 1139, doubled in the case of journeys performed within Sikkim.

C. S. R.  
1140.

**1512.** The daily allowance of District Officers is not to be increased by 50 per cent. while touring in Assam (including the North and South Lushai Hills) and the Chittagong Hill Tracts.

(G. I., F. D., 3465-C. S. R., dated 10th June 1911. Dy. G. I. 75 E. B. & A.)

C. S. R.  
1140.

**1513.** In the localities mentioned below daily allowances are subject to the provisos in Article 1139, Civil Service Regulations, increased in the proportion stated. The rate of allowance of an officer who spends part of a day in one of those localities and part in a place in which the ordinary rate prevails is determined according to the place where he halts after the journey :—

No.	Name of Tracts	Increase
1	Darjeeling and Sikkim (confined to officers stationed in the district).	Double
2	For journeys by boat only in the Districts of Khulna, Jessore and 24 Parganas.	Half as much again or 50 per cent.

**1514.** The following rules regulate the allowances of particular officers in special tracts :—

(1) A Commissioner of a division may grant a monthly boat allowance not exceeding R10 to a Sub-Inspector of Schools employed in a river district to be drawn during the marching season; no allowances except those admissible for travelling by railway under Articles 1011 to 1015 may be drawn in addition to this allowance.

(2) The Deputy Commissioner of Darjeeling draws a daily allowance of R15 while travelling in Independent Sikkim; the Political Officer, Sikkim, draws a daily allowance of R15 for journeys in Independent Sikkim, Tibet and Bhutan, and R10 while halting at Darjeeling.

C. S. R.  
1140.

**1515.** The Accounts Clerk of the Office of the Political Officer, Sikkim, is entitled to a daily allowance of R2 (double the ordinary rate) while halting at Darjeeling in connection with the inspection and test audit of the Public Works Branch of that office.

(G. I., F. D., No. 2093-E. B., dated 22nd October 1900, with 5480-T. A., dated 29th October 1900. Dy. G. I. 284.)

C. S. R.  
1140.

**1516.** The Assistant Sub-Inspector of Sonthal School is entitled to an increased halting allowance of R1-4 a day subject to a maximum of R30 a month.

(G. I., Education Dept., No. 2155, dated 14th November 1913, with G. I., F. D., No. 1458-E. B., dated 10th November 1913. Dy. G. I. 479.)

*Increase daily allowance for boat journey not admissible for steamer journey.*

1517. The enhanced daily allowance admissible (under entry No. 3, Section I, Appendix 29, Civil Service Regulations) for journeys by boat in the districts of Khulna, Jessore and 24 Parganas, is intended to cover the expenses involved in the hiring of private boats only and is not admissible for journeys by steamer in those districts.

C. S. R.  
1140.

(G. I., F. D., No. 3359-P., dated 16th June 1906. Dy. G. I. 147.)

(For other special rates sanctioned for special localities, see Appendix 9.)

## Chapter LVI.—Special Rates for High Officers.

### Members of the Legislative Councils of Local Governments.

1518. The ordinary members of the Councils of the Governors are authorized when touring on duty to charge to the State the cost of conveying with them by rail a private motor car subject to the qualification that one-fifth of the cost of conveyance should be borne by the member himself.

C. S. R.  
1145.

N.B.—In this connection it has been remarked by the Secretary of State that although under para. 11 of Res. No. 368-G. L-(EA) of 15th March 1913, the Government of India have full power to sanction the grant of allowances, including travelling and conveyance allowances which are not included in "Remuneration," the Secretary of State thinks that as the present proposal of the Government of India involved a somewhat important innovation, it was right and in accordance with the spirit of the Rule III (1) (a) of that Resolution that it should be submitted for sanction of the Secretary of State.

(S. S.'s Despatch No. 79-Finl., dated 30th May 1913, with G. I., F. D., No. 722-E. B., dated 18th June 1913. G. I. 214.)

*"Actual travelling expenses" and "other necessary expenses" defined.*

1519. The term "actual travelling expenses" used in the proviso to this Article means the actual cost of locomotion for a member himself, his servants and personal baggage, while the term "other necessary expenses" includes only such items as conveyance and hotel or house-rent charges, incurred by the Honourable Member in his own behalf only, and not on behalf of members of his family.

C. S. R.  
1148.

(G. B. No. 1678-F., dated 10th March 1904. Dy. G. B. 6141.)

1520. The following rules have been approved by the Government of India for dealing with the bills of Members of the Bengal Legislative Council for travelling and residential allowances sanctioned in the Government of India, Finance Department, Resolution No. 6159-F. O. and A., dated 10th December 1909.

C. S. R.  
1148.

1. No member may draw their Travelling Allowance or Residential Allowance unless he has to leave his official head-quarters or usual place of residence for the purpose of attending Meetings of Council or transacting business connected with his duties as a Member of Council.

2. The expression "Sessions" in paragraph (2) of Resolution No. 6159, dated 10th December 1909, means the whole period of a Legislative Season, from the time when the Council is assembled to the time when it is adjourned *sine die*.

3. Members of Council may come to and leave Calcutta each time there is a Meeting of Council or of a Committee of which they are Members.

4. Travelling Allowance and Residential Allowance are admissible if a Member is summoned to Calcutta—

- (a) for a Meeting of Council or Committee during the Session, or
- (b) for a Meeting of a Committee, out of Session.

5. If a Member comes to Calcutta for the first Meeting of Council and stays throughout the Session, as defined in Rule 2, he may draw the Residential Allowance for the whole Session.

6. No Member may draw Travelling Allowance and Residential Allowance for the same day.

7. If a Member comes to Calcutta for a particular Meeting of Council or Committee, arriving and leaving on the day of the Meeting, he may draw Travelling Allowance but not the Residential Allowance.

8. If a Member does not arrive or leave on the day of the Meeting, he will be considered to arrive on the day before the Meeting and to leave the day after the Meeting, even if as a matter of fact he arrives some days before or leaves some days after. He will, therefore, be entitled to Travelling Allowance for the day before and the day after the Meeting, and to Residential Allowance for the day of the Meeting only, and not for any other days during which he may reside in Calcutta before or after the Meeting.

9. Residential Allowance may not be drawn for any day after :—

- (a) the close of the Session, or
- (b) the completion of the business for which a Member is summoned out of Session.

(G. I., F. D., D. O. letter No. 1696-F. O. and A., dated 31st March 1910, to the address of the Secretary, Bengal Legislative Council, copy taken from the Bengal Secretariat File received with Unofficial Case No. 41 of 1910-11.)

### Judge of a High Court.

*Travelling allowance for journeys otherwise than on duty.*

C. S. R.  
1161 &  
App. 30.

1521. A Judge of the High Court travelling by railway when joining or relinquishing office or when proceeding on or returning from gazetted leave may be provided with the reserved accommodation to which he is by rule entitled, when travelling on duty, subject to the payment by him of the fares which he would have to pay if such accommodation were not supplied. The long

vacation allowed to Judges of the High Court may be considered as leave in the case of Judges proceeding to, or returning from, Europe or the Colonies.

(G. I., F. D., No. 99-S. R., dated 6th January 1900. Dy. G. I. No. 355, G. I., F. D., No. 800-T. A., dated 7th February 1902. Dy. G. I. No. 416, and No. 4565-T. A., dated 23rd August 1902. Dy. G. I. 200.)

#### Brake-vans when allowed free of charge.

1522. Brake-vans, attached to special trains for high officials of Government travelling on duty by railway, when not *entirely* used for the luggage of the official concerned, are allowed free of charge.

(G. I., F. D., No. 4595-S. R., dated 25th October 1898. Dy. G. I. 239.)

#### Member, Board of Revenue.

1523. Member of the Board of Revenue, when travelling on duty within his jurisdiction, is entitled to the same class of reserved accommodation as is allowed under Article 1151, Civil Service Regulations, paragraphs (a) and (b), to a Judge of a High Court, *viz.*, a reserved first class compartment or a reserved cabin (if available) according as he travels by railway or steamer. When travelling by railway he will not be required to provide himself with tickets but may travel on requisition notes and draw as travelling allowance for such journeys the actual travelling expenses incurred by him up to a maximum of one first class fare. The grant of a reserved cabin, when travelling by steamer, is subject to the usual deductions on account of messing charges.

(G. I., F. D., No. 196 F. O. and A., dated 12th January 1909. Dy. G. 516.)

C. S. R.  
1151.

### Chapter LVII.—Rules of Procedure.

#### Countersignature.

##### *Proper authority to countersign.*

1524. Travelling allowance bills of ministerial and non-gazetted officers requires countersignature. Care should be taken to see that bills requiring countersignature are countersigned by the proper controlling officers, and *not* by their personal assistants. Under Article 1162 this office is precluded from accepting countersignature by subordinates on travelling allowance bills. See entry against 1162.

(R. G. Cir. No. 14, dated 18th March 1882, recd. under endorsement No. 732, dated 18th March 1882. Dy. G. B. 4924.)

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1159.

##### *Bills of the Calcutta Customs to be countersigned by the Board.*

1525. Travelling allowance bills of the Calcutta Customs are to be countersigned by the Board of Revenue, and not by the Collector (see No. 507 of Index Register in T. M.).

*Census Establishment.*

**1526.** The Superintendent of Census should be considered to be the Head of a Department for the purpose of the travelling allowance regulations.

(E. B. and A., 6515-F., dated 27th October 1910. Dy. L. G. 1984.)

*Countersignature does not dispense with the special sanction of the Controlling Officer for journeys beyond jurisdiction.*

**1527.** The mere countersignature on a travelling allowance bill does not dispense with the special sanction of the controlling officer required for journeys beyond jurisdiction under Article 58 of the Civil Service Regulations.

*Controlling Officers specified.*

**1528.** The Government of Bengal has declared that the following officers shall be the Controlling Officers, for the purpose of the travelling allowance rules, of the Departments or Officers noted below :—

Serial No.	Controlling Officer.	Department or Officer concerned.	Orders of Government.	REMARKS.
1	Collectors .	Partition Establishments.	Rev. Circular No. , 9th January 1900, B. G. Cir. No. 10-T. F., dated the 25th September 1902. Dy. G. B. 3213.	
2	Collectors or the Assistant Commissioner of Salt.	Non-gazetted officers of the Excise Department, including Deputy and Sub-Inspectors.		
3	Commissioner .	Collector and Ministerial Establishments subordinate to Commissioners.	G. B., F. D., Resolution No. 2368-F., dated 21st July 1910. Dy. G. B. 1738.	
4	Collector .	Gazetted officers stationed at Headquarters and Sub-divisions.		
5	Sub-Divisional Officer.	All non-gazetted officers subordinate to the Sub-Divisional Officer.	Ditto.	
	Senior Deputy Collector at the Head-quarters.	All non-gazetted officers stationed at the Head-quarters.		
	District Superintendents.	Police officers of all ranks and Ministerial and Menial Establishment on the District Police Establishment.		G. B., F. D., Resolution No. 2368-F., dated 21st July 1910. Dy. G. B. 1738.

Serial No.	Controlling Officer.	Department or Officer concerned.	Orders of Government.	REMARKS.
8	Superintendent of Railway Police.	Police officers of all ranks and Ministerial and Menial Establishment on the respective Railway Police Establishment.	G. B., F. D., Resolution No. 2368-F., dated 21st July 1910. Dy. G. B. 1738.	
9	Principals of the Training College at Ranchi.	Police officers of all ranks and Ministerial and Menial officers attached to the Training College and the Constabulary Training Schools at Ranchi.		
10	Commandants of Military Police Companies.	Police officers of all ranks and Ministerial and Menial officers attached to the respective Military Police Companies.		
11	District Superintendent of Murshidabad.	Police officers of all ranks and Ministerial and Menial officers attached to the Berhampore Constables Training School.		
12	Assistant to Deputy Inspector-General of Police, Crime and Railways.	(1) Police officers of all ranks and Ministerial and Menial officers on Deputy Inspector-General's Establishment, provided that in the case of officers deputed to work in districts, their bills shall not be countersigned unless they have been passed by the Superintendents of districts, to which they have been deputed, (2) of Superintendents of Railway Police.	G. B., F. D., No. 167-T. F., dated 3rd May 1912. Dy. G. B. 560.	<p>The travelling allowance bills of the Intelligence Branch of the Criminal Investigation Department may be countersigned by the Superintendent in charge of the Intelligence Branch and during his absence on tour by the Special Assistant of that branch.</p> <p>(G. B. No. 4257-F., dated 4th December 1912, Diary G. B., 673 B 1, No. TM.—68 of 1910-11.)</p>

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1159.



Serial No.	Controlling Officer.	Department or Officer concerned.	Orders of Government.	REMARKS.
13	District Magistrate	District Superintendents.	G. B. F. D. No. 197-T. F., dated 3rd May 1912. Dy. G. B. 560.	
14	Inspector-General of Police (through his Personal Assistant).	Deputy Inspector-General and officers directly under the Inspector-General of Police.		
15	District Magistrate.	Civil Surgeons.	B. G. No. F. 2, dated 19th September 1888. Dy. G. B. 2087.	For journeys on duty within the district.
16	Ditto	Plague Inspecting Officers.	B. G. No. 2106, dated 25th May 1894. Dy. G. B. 881.	For journeys to give evidence beyond the limits of the district.
17	Collectors of the Assistant Commissioners of Salt.	All non-gazetted officers of the Salt Department, including Inspectors subordinate to them.	B. G. No. 60 Med. P., dated 10th January 1900. Dy. G. B. 4202.	For journeys other than those undertaken for joining first appointments.
18	District Registrars.	Sub-Registrars.	B. G. No. 11-T. F., dated 16th October 1902. Dy. G. B. 3447.	The bills of the Superintendents and the Assistant Commissioner of Salt will continue to be countersigned by the Commissioner of Salt.
19	Commissioners of Divisions.	Chief Inspector, and Inspector of Explosives.	G. B. No. 5003, dated 21st December 1911. Dy. G. B. 6545.	Each Commissioner to be the Controlling Officer for journeys within his own division.
20	Assistant Secretary to the Legislative Council, Bengal.	Members attending the Meetings of the Bengal Legislative Council.	B. G. No. 3728-F., dated 5th July 1895. Dy. G. B. 1654.	
21	Superintendent, Jail Manufactures.	All officers of the Jail Department.	B. G. No. 192-T. F., dated 7th May 1912. Dy. G. B. 626.	
			B. G. No. 788-P., dated 19th April 1861. Dy. G. B. 403.	During the absence of the Inspector-General from the Presidency.

Serial No.	Controlling Officer.	Department or Officer concerned.	Orders of Government.	REMARKS.
22	Superintendent, Alipore Jail, as <i>ex-officio</i> Deputy Inspector-General of Jails.	All Officers of the Jail Department.	B. G. No. 856-P., dated 10th March 1893. Dy. G. B. 4401.	During the absence of both the Inspector-General and Superintendent, Jail Manufactures.
23	Commissioner, Presidency Division.	Chief Inspector of Factories.	B. G. No. 4725, dated 11th December 1911. Dy. G. B. 5949.	
24	Chief Inspector of Factories.	Assistant Inspector of Factories and Certifying Surgeon of Factories, Barrackpore.	Ditto.	
25	Circle Inspector of Schools.	Deputy Inspector and all subordinate officers.	..	Authority for countersignature may be delegated to any other officer by Director of Public Instruction only.— [Circular No. 165, dated 12th December 1898, D. P. I. (8).]
26	Principal of the College.	Passed students of the C. E. College, Sibpur.	B. G. No. 3987-F.—4022, dated 20th November 1911. Dy. G. B. 5476.	
27	Superintendent of Industries and Inspector of Technical and Industrial Institutions.	(1) Head-Masters and Superintendents of Technical and Industrial Schools. (2) Principals of Engineering Colleges. (3) Superintendent of the Reformatory School. (4) Principal, Serampore Weaving Institute.	B. G. No. 4650, dated 4th December 1911, received with B. G. endorsement No. 4445-F.-4651, dated 18th December 1911. Dy. G. B. 6147.	
28	Inspector-General of Civil Hospitals.	Plague Inspecting Officers.	B. G. No. F. C. 2., <sup>38</sup> dated 19th September 1888. Dy. G. B. 2087.	For journeys on transfer from one station to another.

Serial No.	Controlling Officer.	Department or Officer concerned.	Orders of Government.	REMARKS.
29	Civil Surgeons	Subordinate Medical Officers.	B. G. No. 3979, dated 1st September 1891. Dy. G. B. 1852.	
30	Sanitary Commissioner, Bengal.	Officers specially appointed for duty at plague camps.	B. G. No. 5004-Medical, dated 16th August 1898. Dy. G. B. 2009.	For joining first appointments.
31	Ditto	Deputy Sanitary Commissioner.	B. G. No. 72-T. San., dated 28th April 1909. Dy. G. B. 489.	
32	Superintendent, Civil Veterinary Department.	All officers of the Civil Veterinary Department.	B. G. No. 455-T. B., dated 28th June 1892. Dy. G. B. 1187.	
33	Collector of Customs, Calcutta.	Establishment of the Preventive Department and of the office of the Calcutta Customs.	B. G., F. D., No. 47-S. R., dated 15th April 1909. Dy. G. B. 269.	
34	Deputy Sanitary Commissioners, Fungal and Orissa Circle, and Bihar and Chota-Nagpur Circle.	Clerks and peons attached to the Offices of the Deputy Sanitary Commissioners	B. G. No. 737-San., dated 24th March 1909. Dy. G. B. 6251.	
35	Accountant-General, Bengal.	Deputy Accountant-General, Bengal, Public Works Branch.	C. G. No. 2703, dated 14th November 1910. Dy. C. G. 293.	
36	Secretary to the Board of Revenue.	Controller of Office Systems and his establishment.	B. G. No. 845-F., dated 16th February 1911. Dy. G. B. 5572.	
37	Divisional Forest Officer.	Members of the Executive, Protective, and Office staff serving under them.	B. G., Revenue Dept. No. 741-T. R. (Forests), dated 8th June 1911, received with endorsement 2441-F. No. 742-T. R., dated 20th June 1911. Dy. G. B. 1827.	

(For List of Controlling Officers in East Bengal, see Appendix 10.)

*Extent of the Collector's authority to countersign.*

**1529.** Under the orders contained in Circular No. 14-F., dated 20th July 1904, the Commissioner will continue to be the Controlling Officer in respect of all travelling allowance bills of the Collector of a district and of the ministerial and menial establishment directly subordinate to him while the Collector himself shall be the Controlling Officer in respect of all other gazetted and non-gazetted officers stationed at the head-quarters of the district or at subdivisions whose travelling allowance bills were formerly countersigned by the Commissioner of the Division. The travelling allowance bills of Income-tax Assessors and of other officers who, under the orders of the Commissioner of the Division, proceed from one district to another will, however, be countersigned by the Commissioner.

C. S. R.  
1159

(B. G., Circular No. 18-F., dated 5th November 1907. Dy. G. B. 3869.)

*Temporary Engineers in charge of two Divisions.*

**1530.** The Local Government are empowered to sanction the grant of charge allowances to temporary Engineers under the provisions of Article 163 and Appendix 5, Civil Service Regulations, while holding executive charge of two divisions.

(App. 6,  
C. S. R.)  
(j). Public  
Works.

All allowances sanctioned under this authority should be reported half-yearly, on or about the 1st January and 1st July, for the information of the Government of India.

(G. of I. Cir. 1-P. W., dated 6th January 1911, with G. of B. No. 241-E., dated 19th January 1911. Dy. G. B. 4769.)

"and G. of I., F. D., No. 1188-C.S.R., dated 10th March 1911. Dy. G. I. 575."

**1531.** The term "Tahsili Officials" used in entry No. 12 is not restricted to officials immediately concerned with revenue collection but includes all members of a Tahsil establishment.

App. 20.  
Entry  
No. 12.

(G. I., F. D., No. 1592, dated 15th April 1891. Dy. G. I. 17.)

*Allowances of Forest Settlement Officers.*

**1532.** The rules in Appendix 4-A for the Civil Service Regulations should be held to apply to Forest Settlement Officers.

(S. of S. No. '22-Rev., dated 21st February 1913, with G. I. D. 260-E. B., dated 15th March 1913. G. I. 742.)



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APPENDICES.

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## Appendix 1.

This office practice to pass daily allowance at Rs 3 and mileage at annas 6 to Assistant Inspectresses of Schools, on the ground that the word "Inspectors" in Article 1036(b), Civil Service Regulations, and entry No. 94, Appendix 25, includes "Inspectresses" should continue.

C. S. I  
App. 2  
Entry 9

[Vide A. G.'s orders, dated 21st April 1911, papers filed in G. A. D. (Travelling Branch.)]

## Appendix 2.

List of general sanctions given under Article 57, Civil Service Regulations.

Serial No.	Designation.	Place or places where the officer may proceed.	Purpose of Journey.	Authority.	REMARKS.
1	All Superintendents of Police, E. B. and Assam.	Within or without the province.	Attending co-operation meetings held in accordance with Rule 17, Chapter II of the Bengal Police Code.	L. G. 1829-30-J., dated 15th March 1906 (Dy. L. G. 2169.)	The travelling allowance bills in every such case should be countersigned by the Inspector-General of Police instead of by the District Officer. (Article 1159, C. S. R.)
2	Dy Inspector-General, Civil, Railways, etc.	Beyond the limits of province.	On public duty as occasion may arise.	L. G. 3068-A., dated 1st August 1908. (Dy. L. G. 1487.) (L. G. 1615-P L., dated 19th May 1911, 2992-F., dated 25th May 1911. Dy. L. G. 835.)	A report should be made to this office on each occasion that the journey performed beyond jurisdiction is in accordance with the general order.  NB—He is exempted permanently from the provisions of Article 57, C. S. R., in respect of his journey to Calcutta whenever the exigencies of public service require such a journey.
3	Superintendent, Railway Police, Saidpur	Saidpur, in Bengal.	When necessary, the exigencies of the public service.	L. G. 552-J., dated 30th January 1908 and 845-F., dated 3rd February 1908. (Dy. S. A. Trav. 543.)	
4	Registrar, Co-operative Credit Societies.	Beyond the limits of the province.	To attend the annual conferences of Provincial Registrars.	L. G. 1057-R., dated 14th May 1910. (Dy. L. G. 417.)	



### Appendix 3.

#### PART I.

The following is the list of ports and lines of steamships to be selected when providing officers and others with passages in ordinary cases :—

##### I.—PORTS OF EMBARKATION.

- (a) Bengal Command—East of Allahabad . . . . . Calcutta.
- (b) Quetta, Sind, Punjab to the west of Umballa, Delhi . . . . . Karachi.
- (c) Madras Command to the south of Hubli, Guntakal . . . . . Madras.
- (d) Burma . . . . . Rangoon.
- (e) Remainder of India . . . . . Bombay.

##### II.—LINES OF STEAMSHIPS.

- Calcutta . . . British India Steam Navigation Company, Anchor Line.  
City Line.
- Karachi . . . Ellerman, City Line.
- Madras . . . British India Steam Navigation Company.
- Rangoon . . . British and Burmese Steam Navigation Company.

(Henderson's Dine Bibby Line.)

- Bombay . . . Anchor Line, City Line.

In cases of emergency, serious illness, etc., the authorities will exercise discretion in selecting a speedy and convenient route irrespective of small difference in cost.

(G. I., M. D., No. 695-C., dated 17th March 1904 with F. D. No. 3571-S. R., dated 3rd June 1904. Dy. G. I. 31-S. A.)

#### PART II.

##### Rules regarding the recovery of commission in respect of passages England on behalf of Government.

1 (a) A commission of 5 per cent. will be allowed by the P. and O. Company in respect of all passages booked from India at ordinary rates and not by any special agreement. No commission is admissible in respect of passengers embarking in an advanced stage of phthisis.

NOTE.—The rebate of 5 per cent. granted on Government passage booked by vessels of the B. I. S. N. Company is recoverable from the Company in the case of passages between India and Ceylon, but it is not recoverable on passages in Indian waters.

(G. I., C. and L., No. 1468—1509—43, dated 15th February 1907. Dy. G. I. 323 and 4155—4162—140, dated 8th June 1910. Dy. G. I. 64.)

(b) No claim to the discount can ordinarily be made in respect of passages privately engaged from the Company and paid for in the first instance by officers who subsequently recover the sums so paid from the Government. The importance of engaging passages, the ultimate liability for which rests on the Government through the agency of the Government Officers, and not through the ordinary passage agents, should therefore be impressed on all officers.

(c) Claims should be preferred punctually on the Company half-yearly on the 1st January and the 1st July of each year. The claims should be made direct by the Account Officers who audit the bills for "passage money, and no report to the Government of India is required.

(d) The commission on account of passengers who have sailed from Calcutta should be recovered from the Company's Superintendent at that Port and in all other cases the Superintendent at Bombay. Commission account should be sent to the Company in duplicate in the form prescribed.

(e) In calculating the commission, the amounts paid to the Company on account of Railway journeys and the carriage of horses should not be taken into account.

(G. I., C. and I., No. 8129—8142—200, dated 12th October 1906. Dy. G. I. 190.)

(2) The above rate of commission is recoverable from the B. I. S. N. Company for passages booked direct by the Government to or from India subsequent to the 22nd October 1906. This allowance should be claimed at the time that the passages are paid for.

(G. I., C. and I., No. 9135—9148—244, dated 27th November 1906. Dy. G. I. 234.)

(3) The concessions allowed by the Steamship Companies mentioned in Government of India, Finance Department, Endorsement No. 702-P., dated 23rd November 1907. Dy. S. A. Gaz. 1410, are—

- (1) That the Companies agree to convey free of charge for each Government passenger the quantity of baggage allowed to that passenger by the Government Regulations.
- (2) That, should it be found necessary to cancel passage that has been ordered, or should a passenger fail to embark, no forfeiture will be payable to the Company irrespective of the steamer in which that passenger may ultimately travel.

(G. I., F. D., No. 2301-P., dated 22nd April 1908. Dy. G. I. 28.)

(4) In future all Homeward or Inter-Colonial passage money due to the Peninsular and Oriental Steam Navigation Company should be left for payment in England.

When providing passage between ports served by other lines as well as Peninsular and Oriental Company, the question of economy is, as usual, to receive full consideration, and until further notice the Peninsular and Oriental rate to be adopted for purpose of comparison should be three-fourths of the current tariff fares.

So far as Imperial funds, Army or Naval, are concerned, when a money allowance in lieu of a passage by a Peninsular and Oriental steamer is granted to an officer to find his own way, the amount advanced from the 1st September 1909 should be at the rate of three-fourths only of the Peninsular and Oriental tariff fare for the class (and grade if any) of the accommodation to which the officer is entitled.

(G. I., F. D. (conf.), No. 4292-F. O. and A., dated 24th August 1909.)

(5) Payments for passages by the Peninsular and Oriental Steam Navigation Company secured by the Indian Government should be paid to the Company in India; only the rebate is payable by the Company in England.

(G. I. Marine 1505 M. D., dated 7th December 1909, with F. D. 6305-A., dated 17th December 1909. Dy. G. I. 227.)

(6) The following Steamship Companies have agreed to allow an abatement of 5 per cent. from the tariff rates for all Government passages outward, Homeward and inter-colonially:—

Name of Company.	Date from which agreement is in force.
Peninsular and Oriental Company . . . . .	6th September 1907.
Oriental Royal Mail Company . . . . .	Ditto.
City Line . . . . .	Ditto.
British India . . . . .	Ditto.
Anchor Line . . . . .	4th September 1907.
Bibby Line . . . . .	Ditto.
Ellerman Line (Mediterranean Services) . . . . .	2nd September 1907.
Moss Line . . . . .	13th September 1907.
Canadian Pacific Railway (from England to China and Japan) . . . . .	Ditto.

(G. I., Mily. S. Dept., 1534 M. D., dated 29th October 1907, received with G. I., C. and I. Dept., No. 9371—9414—301, dated 4th November 1907. Dy. S. A. Gaz., No. 1309.)

NOTE.—An abatement of 5 per cent. from tariff rates is allowed for a Government passenger travelling by S. S. "Trafford Hall," which is the only steamer of the Hall Line suitable for Government passengers. The bookings for outward passengers by this steamer are made with the Ellerman representatives who act for the City Line of steamers.

(Director of Transports, Admiralty, London, No. 2503, dated 1st July 1909, with G. I., C. and I., No. 5750—5793—181, dated 6th August 1909. Dy. G. I. No. 118.)

(See also G. I., F. D., No. 4056-F. O. and A., dated 12th August 1909. Dy. G. I. No. 121.)

NOTE.—The abatement of 5 per cent. from the tariff rates allowed by the Ellerman Line for all Government passages should not be claimed in the case of deportees.

(G. I., C. and I. No. 149—198, dated 2nd February 1910. Dy. G. I. No. 271.)

## Appendix 4.

(See note under paragraph 697.)

*List of officers authorized to sanction cost of carriage of camp equipment and horses under Article 1001, Civil Service Regulations.*

Head.	Officers.	Authority.	Conditions.	Order.
Land Revenue	Settlement and Assistant Settlement Officers.	Director of Land Records.	Maximum of 20 mds. of camp equipment and three horses for each officer.	
	Director of Land Records.	Ditto . .	Maximum of 35 mds. of camp equipment and three horses.	
	Officers deputed to Settlement training camp.	Ditto . .	Maximum 10 mds. of camp equipment and two horses for each officer.	L. G. No. 8847, dated 2nd November 1907. Dy. S. A. Trav. 393.
	Other officers serving or not serving under training.	Ditto . .	Maximum 5 mds. of camp equipment and one horse.	Ditto.
	Officers returning from a Settlement training camp on the expiry of the period of deputation.	Divisional Commissioners.	Maximum 10 mds. of camp equipment and two horses for each officer.	L. G. No. 3006—13-T., dated 26th May 1910. Dy. L. G. 135.
Excise	Himself and his subordinates.	Commissioner of Excise.	Carriage of camp equipment and horses.	L. G. No. 6794-F., dated 30th July 1907. Dy. S. A. Trav. 209.
Police	Inspector-General of Police.	Inspector-General of Police.	35 mds. of camp equipment, three horses and four orderlies.	C. C.'s No. 520-Accts., 2038-F. A., dated 6th June 1904. Dy. C. C. 280.
	Superintendent or Assistant Superintendent or Assistant Commandant of Police.	Ditto . .	25 mds. of camp equipment, two horses and one orderly.	
Medical	Civil Surgeon, Kamrup.	General authority.	Carriage of horse by mail steamer when visiting Barpeta on inspection duty.	C. C. No. 463-A., dated 21st March 1901.

*List of officers authorized to sanction cost of carriage of camp equipment and horses under Article 1001, Civil Service Regulations—contd.*

Head.	Officers.	Authority.	Conditions.	Order.
Miscellaneous .	Co-operative Credit Society Officers.	Registrar, Co-operative Credit Societies.	Carriage of a horse or a bicycle by rail or steamer for himself and his subordinates.	L. G. No. 3814-F., dated 8th May 1908. Dy. L. G. 440.
Director of Agriculture.	Director of Agriculture.	Director of Agriculture.	Maximum 35 mds. of camp equipment and three horses.	L. G. No. 4385-F., dated 20th July 1910. Dy. L. G. 1072.
	Deputy Director of Agriculture and Superintendent, Civil Veterinary Department.	Ditto . .	Maximum 20 mds. of camp equipment and two horses each.	Ditto.
	Other Officers serving under him, gazetted or non-gazetted.	Ditto . .	Maximum 5 mds. of camp equipment and one horse each.	Ditto.
Famine duty .	Military officers for famine duty.	General order .	When proceeding on famine duty or returning to Military duty to rail one or two horses required and the necessary camp equipment.	G. I., F. D., No. 4128-S. R. D., dated 16th September 1897. Dy. G. I. 68.
Census . .	Superintendent of Census Operations.	Superintendent of Census Operations.	Actual cost of carriage of his own bicycle by rail and steamer during his tours.	L. G. No. 4524-F., dated 27th July 1910. Dy. L. G. 1153.

(Government letter No. 2017-P., dated 20th March 1908. Dy. L. G. 416. E. B. & A.)

## Appendix 5.

(See the note above paragraph 789.)

*Officers exempted from the 10 days' Halt Rule (Civil Service Regulations, 1056.)*

Department.	Authority.	Officers exempted wholly or partially.	Conditions.	Order.
All . . . .	Government of India.	Menial Servants .	None . . .	G. I., F. D., No. 306-F. O. & A., dated 16th January 1909. Dy. G. I., No. 376 and 1044 F. O. & A., dated 25th February 1909. Dy. G. I., No. 420.
Land Revenue .	Local Govern- ment.	All officers and their establishments working under the supervision of the Director of Land Records, if employed on the work of attestation, assessment of revenue and case work. All other officers working under the supervision of the Director of Land Records (including all permanent or probationary officers deputed for training in survey and settlements.	Up to a limit of 30 days.  The Director of Land Records may exempt up to a limit of 30 days. His order is required in each case as no general exemption has been made.	L. G., No. 1673-F., dated 30th March 1910. Dy. L. G. No. 74.
	Government of India.	Clerks and Potdars in charge of remittances.	On certificate of the Accountant-General or Commissioner of Paper Currency of the receiving province that detention was unavoidable.	G. I., F. D., No. 306-F. O. & A., dated 16th January 1909. Dy. G. I., No. 376 and No. 1044-F. O. & A., dated 25th February 1909 Dy. G. I. No. 420.
Forests . . .	Government of India, Finance Department.	Officers of the Forest Department and their establishments.	On the understanding that they maintain camp equipage.	
General Administration.	Government of India, Finance Department.	Local auditors in Beugal.	None . . . .	G. I., F. D., No. 5802-F. O. & A., dated 13th October 1908. Dy. G. I. No. 243.

*Officers exempted from the 10 days' Halt Rule (Civil Service Regulations, 1956)—contd.*

Department.	Authority.	Officers exempted wholly or partially.	Conditions.	Order.
	Local Government.*	All Ministerial officers required to accompany on tour the staff of the Governor, the member of the Board of Revenue, a Commissioner of Division, a Secretary to Government and a Head of a Department.	Officers who draw the bill must certify that the prolonged halt was necessary in the interest of the public service, and that condition of clause (a) or (b) of C. S. R., 1956, has been satisfied.	L. G.'s Circular I. F., dated 9th January 1909. Dy. L. G. No. 3242
		Ministerial officers drawing Rs. 100 or who are required to accompany the staff of the Local Government, a Secretary to a Government or a Head of a Department.	For halt at Dacca up to 45 days.	L. G., No. 365—76-F., dated 26th August 1909, with No. 5377—80-F., dated 26th August 1909 Dy. L. G. No. 1390.
Law and Justice	Bengal Government.	All District and Sessions Judges in Bengal.	While holding sessions.	B. G., No. 24-J. D., dated 6th September 1893. (Bengal).
	Local Government.	Additional District and Sessions Judge of Dacca, and Tippera	When the Judge holds his Courts at Comilla.	L. G., No. 954-J. D., dated 16th March 1909. Dy. No. 3815.
	Government of India, Finance Department.	Subordinate Judge of Dinajpur and his establishment (1 Peshkar, 2 Moharirs, 1 Chaprasi.)	When holding periodical sittings at Jalpaiguri.	G. I., F. D., No. 6120-T. A. & O., dated 7th October 1903. Dy. G. I., No. 290. See also Dy. G. B. No. 3613 and Dy. G. B. No. 244, both of 1903 (Bengal).
	Bengal Government.	Civil Court Amins in Bengal.	District Judge must certify in each case that the halt for more than 10 days at one place was necessary for the effectual performance of the Amins duties.	B. G., No. 577-I. F., dated 25th May 1886. Dy. B. G., No. 727. See also B. G. Dy. No. 3186 of 1885 and G. B., No. 3254 of 1892.
Police	Local Government	Subordinate Police Officers attached to the Criminal Intelligence Department.	Halt daily allowance after 10 days and no allowances after expiry of 60 days.	L. G., No. 9833-J. D., dated 17th August 1906. Dy. L. G. No. 1640.

*Office exempted from the 10 days' Halt Rule (Civil Service Regulations, 1056)—contd.*

Department.	Authority.	Office exempted wholly or partially.	Conditions.	Order.
	Government of India, Finance Department.	Police or any other officer attending a fair, darbar or agricultural exhibition.	Must maintain camp equipage and Magistrate of district must certify that their presence was necessary.	G. I., F. D., No. 806-F. O. & A., dated 16th January 1909. Dy. G. I. No. 376 and No. 1044-F. O. & A., dated 25th February 1909. Dy. G. I., No. 420-G. I., H. D., No. 826, dated 17th July 1908. Dy. G. I., No. 151.
Medical . .	Government of India. Home Department.	Civil Surgeons and other Medical officers deputed to conduct the annual license examinations.	Inspector-General of Civil Hospitals may exempt them subject maximum limit of 20 days. Inspector-General's order is required in each case as no general exemption has been made.	
Miscellaneous Officers.	Local Government	Registrar, Co-operation Credit Societies, his assistant and his establishment, including honorary organisers.	For all halts not exceeding twenty days at one place, subject to production of certificate on the occasion of each halt, that camp equipage has been maintained.	I. G., No. 574-F., dated 20th January 1908. Dy. S. A., Trav. No. 519 and No. 707-F., dated 18th November 1909. Dy. L. G. No. 2054.

NOTE.—The above order applies to the officers working in all Settlement operations placed under the control of the Director of Land Records. In the smaller Settlements the Collector is *ex-officio* Settlement Officer by virtue of Rule 46 of the Rules under the Bengal Tenancy Act (*vide* Secretariat file No. II T-162 of 1910, received unofficially).

NOTE.—The Sub-Assistant Surgeon, and the chauffeur attached to the Governor's Staff are exempted from the operation of Article 1056 in respect of halts made by them while on tour with the Governor.

(L. G. No. 6008-F., dated 30th September 1910. Dy. L. G. 1791. E. B. & A.)



## Appendix 6.

(See paragraph 658.)

*List of officers who can sanction pensions under Article 918(b),  
Civil Service Regulations.*

Serial No.	Officers authorised to fill appointments.	Class of appointments.	REMARKS.
1	2	3	4
		<i>Land Revenue.</i>	
1	District Officers	1. Ministerial and menial establishments in their own and in Sub-Divisional offices, except ministerial establishments in the Excise Department in Eastern Bengal. 2. Salt Darogas of inland bonded warehouses. 3. Excise Jamadars and peons. 4. All non-gazetted khas mahal appointments. 5. All appointments below the rank of Sub-Inspector of Police in the Chittagong Hill Tracts and Interpreters.	These appointments are only pensionable if the selected candidate retains a lien on a pensionable post elsewhere or if he subsequently obtains the benefit of Article 381 of the Civil Service Regulations.
2	Director of Land Records.	1. Ministerial, menial and steam launch establishments of the Director of Land Records. 2. Temporary appointments in the settlements of Eastern Bengal on pay exceeding Rs. 30 and not exceeding Rs. 100 per month, and of Assam on pay exceeding Rs. 25 but not exceeding Rs. 50 per month.	
3	Director of Surveys	Computers, Draftsmen, Estimators, Surveyors and Traversers and all ministerial and menial establishments of his office subordinate to him.	

*List of officers who can sanction pensions under Article 918(b),  
Civil Service Regulations—contd.*

Serial No.	Officers authorised to fill appointments.	Class of appointments.	REMARKS.
1	2	3	4
		<i>Excise.</i>	
4	Commissioner of Excise.	Ministerial and menial establishments of his own office and the Superintendent, Deputy Inspectors and Sub-Inspectors of Excise, and supervisors of spirit bonded warehouses.  Superintendents of distilleries and spirit bonded warehouses in the Dacca Division.  Clerks and Mohurirs in distilleries and spirit bonded warehouses.  Clerks and Mohurirs in Excise offices in Eastern Bengal districts.	
		<i>Forests.</i>	
5	Conservators of Forests.	Forest Rangers and Deputy Rangers, ministerial and menial establishments of Conservator's office, clerks of Divisional offices whose pay exceeds Rs. 30 per mensem, Hospital Assistants and Elephant Jamadars.	
6	Deputy Conservators of Forests in charge of Divisions.	Foresters and other subordinates and clerks of Divisional offices whose pay does not exceed Rs. 30 per mensem.	
7	Divisional Forest Officers (other than Deputy Conservators.)	Forest Guards and other subordinates whose pay is less than Rs. 15.	
		<i>Registration.</i>	
8	Inspector-General of Registration.	The ministerial and menial establishments of the office of the Inspector-General of Registration and the establishments of the office of the Inspectors of Registration offices.	
9	District Registrars	Clerk, Mohurirs and menials in Sub-Registry offices.	

*List of officers who can sanction pensions under Article 918 (b),  
Civil Service Regulations—contd.*

Serial No.	Officers authorised to fill appointments.	Class of appointments.	REMARKS.
1	2	3	4
<i>General Administration.</i>			
10	Accountant-General	The ministerial and menial establishments of his own office, including the Local Audit Branch.	Pensions of members of the Subordinate Account Service require the sanction of the Comptroller General (Art. 1682, Civil Account Code).
11	Private Secretary to Governor.	Menials on the staff and household of the Governor.	
12	Secretary, Board of Revenue.	1. The ministerial, menial and steam launch establishments of the Board of Revenue. 2. Income Tax Assessors.	
13	Commissioners of Divisions.	All appointments in their own offices.  Kamungoes attached to the general district establishment in the Eastern Bengal districts.  Inspectors and Sub-Inspectors of Police in the Chittagong Hill Tracts.	
<i>Law and Justice</i>			
14	Legal Remembrancer and Secretary, Legislative Council.	The ministerial and menial establishments of his own office.	
15	District Judge	The ministerial and menial establishments of their own offices and of Subordinate Judges and Munsifs, process-serving peons, orderlies, daftries and night watchmen on those establishments and Civil Court Amins, gwards and farashes on their own establishments.	

*List of officers who can sanction pensions under Article 918 (b),  
Civil Service Regulations—contd.*

Serial No.	Officers authorised to fill appointments.	Class of appointments.	REMARKS.
1	2	3	4
		<i>Jails.</i>	
16	Inspector General of Prisons.	Jailors, Deputy Jailors, Assistant Jail Clerks, Castor-oil supervisor, Compounders (Jails), Reserve Head Warders, and ministerial and menial establishments of the office of the Inspector General of Prisons.	
17	Superintendents of Jails.	Head Warders, Warders and Orderlies of Jails.	
		<i>Police.</i>	
18	Inspector General of Police.	Inspectors and Sub-Inspectors, Sergeants, ministerial and menial establishments of the office of the Inspector General of Police, ministerial establishments in the Criminal Investigation Department, Special Branch and Finger Print Bureau, Head Clerks and Accountants of District and of Railway and River Police offices, Head Clerks of the Military Police, the Range Deputy Inspector General's office and of the Training School's office, and Subadars of the Military Police.	
19	Range Deputy Inspectors General.	Ministerial and menial establishments (except Head Clerks) in their own offices and all ministerial establishments (except Head Clerks and Accountants) in District Police offices.	
20	Deputy Inspector General, Crime, etc.	Menial establishments in the Criminal Investigation Department, Special Branch and Finger Print Bureau, ministerial establishments (except Head Clerks and Accountants) in Railway and River Police offices, Head constables and constables of the Criminal Investigation Department.	

*List of officers who can sanction pensions under Article 918 (b),  
Civil Service Regulations—contd.*

Serial No.	Officers authorised to fill appointments.	Class of appointments.	REMARKS.
1	2	3	4
		<i>Police— contd.</i>	
21	Superintendents of Police including the Superintendents of Police in charge of the highway and River Police.	Head constables, constables of the District and Railway and River Police Force, Interpreters, Launch and Boat establishments, Elephant establishments, Police Hospital compounder and dressers and menial establishments of their own offices.	Cases falling under Article 921 of the Civil Service Regulations will continue to be regulated by the terms of that Article (Addendum No. 1 to the list appended to Finance Department, Resolution No. 5261-F., dated 23rd August 1909, Dy. L. G. 1438.)
22	Principals of Police Training Schools.	Ministerial establishments (except Head Clerks), Head constables, constables, buglers, compounders and dressers, hospital servants and all menial establishments of the Training Schools.	
23	Commandants of Military Police Battalions.	Jamadars, Havildars, sepoy, buglers, ministerial establishments (except Head Clerks), all transport menials, hospital compounders, and hospital servants of the Military Police Battalions.	
		<i>Education.</i>	
24	Director of Public Instruction.	All non-gazetted officers of the department, including ministerial and menial establishments of his office and of all other offices and institutions subordinate to him, except officers in Classes I and II of the Subordinate Educational Service, Deputy Inspectors of Schools and the establishments mentioned in column 3 against Inspectors of Schools and Principals of Colleges.	Applications for gazetted officers in Classes I and II of the Subordinate Educational Service and the Deputy Inspectors of Schools should be sent to the Director of Public Instruction for submission to Government through the Accountant-General. Applications for other officers whose pensions are to be sanctioned by the

*List of officers who can sanction pensions under Article 918 (b),  
Civil Service Regulations—contd.*

Serial No.	Officers authorised to fill appointments.	Class of appointments.	REMARKS.
1	2	3	4
		<i>Education—contd.</i>	
25	Inspectors of School.	Ministerial and menial establishments outside the Subordinate and Lower Subordinate Educational Services either employed in their own offices or in those of officers directly subordinate to them or attached to educational institutions under their control.	Director of Public Instruction should be sent to the Accountant General who will transmit them to the Director of Public Instruction with his report. (D. P. I. Circular No. 48, dated 27th September 1900. Dy. E. D. 1569.)  Applications should be sent to the Accountant General who will transmit them to Inspectors or Inspectresses for sanction with his reports. (D. P. I. Circular No. 48, dated 27th September 1900. Dy. E. D. 1569.)
26	Principals of Colleges.	Ministerial and menial establishments outside the Subordinate and Lower Subordinate Educational Services either employed in their own offices or in those of officers directly subordinate to them or attached to educational institutions under their control.	
		<i>Medical.</i>	
27	Inspector General of Civil Hospitals.	Civil Hospital Assistants, Female Hospital Assistants, Midwives, Nurses, Dhais, the clerical and menial establishments of the office of the Inspector General of Civil Hospitals, Civil Surgeon's clerks, clerks of Superintendents of Medical Schools, Overseer of Lunatic Asylums and Taxidermists and Engineers of Medical Schools.	

*List of officers who can sanction pensions under Article 918 (b),  
Civil Service Regulations—contd.*

Serial No.	Officers authorised to fill appointments.	Class of appointments.	REMARKS.
1	2	3	4
		<i>Medical—contd.</i>	
28	Civil Surgeons .	Compounder, dressers and menial servants.	
29	Superintendents of Medical Schools.	Matrons and menial servants of Medical Schools.	
30	Superintendents of Lunatic Asylums	Compounders, keepers and menial servants of Lunatic Asylums.	
31	Sanitary Commissioner.	Vaccination Inspecting staff, and the Sanitary Commissioner's office establishment.	
32	Superintendent, Vaccine Depot, Shillong.	Vaccine Depot Establishment.	
33	Deputy Sanitary Commissioner.	Office establishment of the Deputy Sanitary Commissioner and the establishment of the Provincial Bacteriological and Chemical Laboratory, Dacca.	
34	Assistant Superintendent of Emigration, Goalundo.	Office establishment, Emigration Department, Goalundo.	
35	Civil Surgeons .	Vaccinators.	
		<i>Scientific.</i>	
36	Director of Agriculture.	Ministerial and menial establishments of the office of the Director of Agriculture, Entomological Collector, Mycological Collector, Farm Superintendents (non-gazetted), Farm Overseers, Fieldmen, Clerks, Laboratory Assistants of the Agricultural Chemist's staff, Laboratory Assistants of the Economic Botanist's staff, Sericultural travelling Overseers and Overseers of rearing stations, Headmaster of the Sericultural School at Raj-hahi and Veterinary Assistants. The Inspector of Trade Registration offices, Traffic Registrars, clerks, peons and boatmen of the establishments for the registration of River-borne Traffic.	

*List of officers who can sanction pensions under Article 918(b),  
Civil Service Regulations—concl.*

Serial No.	Officers authorised to fill appointments.	Class of appointments.	REMARKS.
1	2	3	4
		<i>Scientific—contd.</i>	
37	Deputy or Assistant Director of Agriculture.	Peons, malis, datwans and chaukidars of Farms.	
38	Fibre Expert	Clerks, fieldmen, Laboratory servants and menials of his staff.	
39	Agricultural Chemist.	Clerks, peons and Laboratory servants of his staff.	
40	Economic Botanist	Fieldmen, clerks, preparators and peons of his staff.	
41	Superintendent of Sericulture.	Clerks and peons of his staff.	
42	President of Committee of Rajshahi Sericultural School.	Clerks, rearers and menials of Rajshahi Sericultural School.	
43	Superintendent, Civil Veterinary Department.	Clerks, compounders and menials of his staff and of officers subordinate to him.	
		<i>Printing.</i>	
44	Superintendent of Press.	Ministerial and Technical establishments, when the pay of the appointment is less than Rs. 100, and all menial establishments.	
		<i>Public Works.</i>	
45	Chief Engineer	Lower Subordinate Establishment	
46	Superintending Engineers.	Office and petty establishment of their own offices.	
47	Executive Engineers	Office and petty establishment of their respective divisions.	
48	Sanitary Engineer.	Office and petty establishment of his own office.	
49	Deputy Accountant General, Public Works.	His own office and petty establishment and accountants and relief clerks.	



## Appendix 7.

(CIVIL SERVICE REGULATIONS, ARTICLE 1060.)

(See the note under paragraph 791.)

*List of places declared by the Local Government as Head-quarters under Article 1060, Civil Service Regulations.*

Officer.	Places of Head-quarters.	Remarks.	Order.
<b>12—Registration.</b>			
Inspectors of Registration offices.	Dacca . .	...	L. G. 4265, dated 23rd October 1907 with I. G. R. 13392, dated 18th December 1909. Dy. R. D. 506.
<b>19 A—Law and Justice.</b>			
Additional District and Sessions Judge, Dacca, Tippera and Sylhet.	Dacca . .	...	L. G. 40-J., dated 7th January 1909. Dy. L. G. 3964.
Additional Sub-judge of Faridpur and Mymensingh.	Faridpur .	...	L. G. 420-A., dated 5th February 1910. Dy. L. G. 2723.
Additional Munsiff, Dacca and Narainganj.	Dacca . .	...	L. G. 1466-F., dated 2nd February 1907. Dy. L. G. 3176.
Additional Munsiff, Bogra and Pabna.	Bogra . .	...	L. G. 13137-F., dated 6th December 1906. Dy. L. G. 2532.
Additional Munsiff, Faridpur, Madaripur.	Madaripur .	...	L. G. 2063-C., dated 26th February 1906. Dy. L. G. 3385.
Additional Munsiff, Sandip and Lakhipur.	Sandip . .	...	L. G. 1953-A., dated 22nd May 1908. Dy. L. G. 625.
<b>20—Police.</b>			
Superintendent of River Police.	Dacca . .	...	85-J., dated 2nd January 1908 with I. G. P. 7719 F. 225, dated 18th May 1908. Dy. P. L. D. 378.
Superintendent of Railway Police.	Chittagong .	...	L. G. 2238-J., dated 28th May 1907. Dy. S. A. Trav. 50.

*List of places declared by the Local Government as Head-quarters under Article 1060, Civil Service Regulations—contd.*

Officer.	Places of Head-quarters.	Remarks.	Order.
<i>22—Education.</i>			
Third Assistant Inspector of Schools, Dacca Division.	Barisal . .	...	L. G. 3080-E., dated 12th December 1908. Dy. L. G. 2818.
One of the two Assistant Inspectors of School, Rajshahi Division.	Rampur Bonalia	In charge of Dinajpur, Malda and Pabna (the other Assistant Inspector's head quarters are at Jalpaiguri).	L. G. 567-E., dated 5th March 1909. Dy. 3715.
<i>26—Scientific, etc.</i>			
Superintendent, Civil Veterinary Department.	Dacca . .	...	L. G. 8561-C., dated 23rd July 1907. L. G. 431-Ag., dated 6th June 1910, with 7420—21 G. D., dated 15th June 1910.
Fibre Export to Government.	Dacca . .	...	Ad. 97 Bundle G. A. 96 of 10th November and Dy. L. G. 691.
Travelling Inspector of Emigrants.	Goalundo	...	L. G. 5154-M., dated 28th July 1909. Dy. L. G. 1097.
Assam Traverse . .	Shillong . .	With effect from 1st July 1909.	L. G. 1698-R., dated 21st July 1910. Dy. L. G. 1112.

## Appendix 8.

(Vide the note above paragraph 903.)

*A list of sanctions given under Article 1138-A.*

Persons granted travelling allowance.	Particulars.	Sanctioning Authority.	REMARKS.
1. Stipendiary students of the Imperial Forest School, Dehra Dun.	An advance of actual travelling expenses at the discretion of the Local Government for joining the Imperial Forest School, Dehra Dun.	Local Government.	G. I., F. D., P. 2850, dated 12th July 1892. Dy. G. I. 31.
2. Passed students of the Engineering School of the Calcutta University.	Travelling allowance under the rule applicable to Overseers of the Public Works Department when undergoing a year's course of practical training of survey work, the amount being charged to Education. (See notes 1 and 2 below).	Government of India.	G. I., P. W. D., 3342-G. D., dated 30th December 1891.
3. Khasi students holding medical scholarships in Medical Schools.	Are entitled once a year to half travelling expenses (second class fare female and third class fare for the male students as well as to half tonga fare for the journey between Shillong and Gauhati during the vacation provided the Inspector-General of Civil Hospitals is satisfied that their progress at school has been satisfactory. Full travelling expenses may be drawn by the students when they visit their homes once in two years.	Government of India and the Local Government.	G. I., P. D., 1137, dated 20th October 1908, with F. D., 6187-F. O. and A. D., dated 21st October 1908. Dy. G. I. 262 L. G., 7054-F., dated 17th November 1909. Dy. L. G. 2061 and L. G. 2168-F. D., dated 21st April 1910. Dy. L. G. 243.
4. Students sent from this Province to the Poona Agricultural College	Travelling expense to Bombay and back to appear at the annual and final examination held at Bombay.	Government of India.	G. I., F. D., 5523-F. O. and A. D., dated 29th October 1908. Dy. G. I. 220.

*A list of sanctions given under Article 1138-A—contd.*

Persons granted travelling allowance.	Particulars.	Sanctioning Authority.	REMARKS.
5. Lushai students holding Government scholarships.	Travelling expenses to visit their homes once in every two years when studying in a school or college at a distance from their native country.	Government of India.	G. I., H. D., 105, dated 10th February 1909, with F. D. 852-O. and A., dated 13th February 1909. Dy. G. I. 41c.
6. Assam students holding Medical scholarships at the Campbell Medical School and the Dacca Medical School.	Entitled to draw half fares by Railway and steamer for their journeys to and from Calcutta and Dacca to enable them to visit their homes once a year.	Ditto	G. I., Fin. 538, dated 6th September 1899. Dy. G. I. 57.
7. Students	Entitled to travelling expenses when selected by the Local Government to undergo a course of training at the Bengal Veterinary College or at any of the Technical Schools or Colleges in other parts of India, or when deputed to visit special exhibitions and demonstrations such as those occasionally organised in connection with the Industrial School for silk weaving in Rajshahi.	Ditto	G. I., F. D., 4828-P. D., dated 27th August 1906. Dy. G. I. 150.
8. Students	Entitled to travelling allowance when selected by the Local Government for education at the Normal School for the journey to the school at the rates allowed to officers of the 3rd class.	Ditto	G. I., F. D., 1310-P. A., dated 14th March 1905. (Bengal.)
9. Head Pandits of Guru Training Schools in Eastern Bengal.	Actual travelling expenses not exceeding the amount admissible as travelling allowances at third class rates when they are deputed to the training schools to undergo a course of training.	Ditto	G. I., H. D., 757, dated 19th September 1907, with F. D., 6992-P. D., dated 25th September 1907. Rec. Dy. 64 Genl.

*A list of sanctions given under Article 1138-A.—concl'd.*

Persons granted travelling allowance.	Particulars.	Sanctioning Authority.	REMARKS.
10. Clerks deputed for training in typewriting.	Travelling allowance under the ordinary rules to and from the training centres ( <i>Vide</i> Note 3).	Government of India.	G. I., F. D., 202-F. O. & A., dated 13th January 1910. Dy. G. I. 246.
11. Officers in Civil employ.	Travelling allowance under the Civil Service Regulations when ordered to undergo a course of instruction at Dehra-Dun in the use and management of X-ray apparatus.	Ditto.	G. I., H. D., 1017, dated 14th September 1907, 5929-F., dated 21st September 1907. Dy. S. A. Gaz. 1088.

NOTE 1.—Student Engineers on transfer from one station to another in the course of their practical training are also entitled to travelling allowances admissible to Overseers as sanctioned in Government of India, Public Works Department letter No. 1372-E., dated 19th October 1905, copy received with Accountant-General, Bengal's No. P. A. 83, dated 13th May 1907. (Dy. T. M. Misc. 56).

(G. I., F. D., 4900-F. O. and A., dated 30th September 1909. Dy. G. I. 162.)

NOTE 2.—The above orders have been extended to the students of the Apprentice Department at Sibpur and to students from the Behar Schools of Engineering who are selected for a year's practical course on survey work before competing for appointments in the Upper Subordinate Establishment of the Public Works Department in Bengal, the amount being charged to "Education."

(G. I., P. W. D., 1495, dated 29th October 1903.)

NOTE 3.—Any clerk who fails to pass the test after a two months' course will be permitted to draw travelling allowance for his return journey from the training centre on production of a certificate from the Company to the effect that he attended the training class for the full period of two months (L. G. Circular No. 1826-30-J., dated 10th June 1910. Dy. L. G. 681).

## Appendix 9.

**Vide the note under Chapter L. V.—Special Rates for Special Localities.**

*Special Rates for Special Localities.*

*N. B.*—The rate of allowance of an officer who spends part of a day in a special locality and part in a place in which the ordinary rate prevails, is determined according to the place where he halts after the journey.

**C. S. R.**  
**1139 &**  
**1140.**

Officers affected.	Locality.	Special Rate.	Sanction.
All Officers	Chittagong Hill Tracts.	Additional 50 per cent. on daily allowance subject to proviso in C. S. R., 1139.	Old appendix 29.
Ditto	Ditto	Additional 50 per cent. in mileage, subject to proviso in C. S. R., 1139.	Ditto.
Sub-Divisional Officer of Ali-pore (Jalpai-guri.)	Alipore Sub-Division	Daily allowance of Rs 5 or mileage of annas 8 when on tour, whatever his branch of the service may be.	Old Appendix 29.
Sub-Deputy Collector placed in charge of the Surgeon Sub-division (Chittagong Hill Tracts.)	Surgeon Sub-Division	Travelling allowance at rates admissible to the lowest grade of Deputy Collector.	Ditto.
All classes of forest officers serving in the Chittagong Collectorate.	Chittagong	An increase of 50 per cent. of daily rate of travelling allowance whether they travel by boat or land.	G. I., R. and A., 29—185—2-F., dated 17th January 1906, with F. D., 529-P., dated 27th January 1906. Dy. G. I. 190.
All officers	Chittagong and Dacca Divisions, and Pabna District.	For journeys by boat only additional 50 per cent. in daily allowance subject to the proviso in Civil Service Regulations 1139.	Old Appendix 2.

*Special Rates for Special Localities—contd.*

Officers affected.	Locality.	Special Rate.	Sanction.
All officers	Chittagong and Dacca Divisions, and Pabna District.	<i>N. B.</i> —These rates are intended to cover the expenses involved in the hiring of private boats only and are not admissible for journeys by steamer in these districts (G. I., F. D., 3359-P., dated 16th June 1906. Dy. G. I. 74). But officers may draw at these rates when they travel in Government boats for which they pay a daily rate of hire and have to maintain a crew. G. I., F. D., 2016-P., dated 3rd April 1907. Dy. G. I. 4-A. Certificate must be given that the boat was retained. G. I., F. D., 57, dated 3rd August 1889 (Bengal).	
Sub-Inspector of Schools employed in a River District.	River District in Eastern Bengal.	Monthly boat allowance not exceeding Rs40 during the marching season. Sanction of Commissioner is required for Eastern Bengal districts and of Local Government for Assam District.  No allowance except those admissible for travelling by railway under C. S. R., 1011 to 1015, may be drawn in addition to this allowance.	G. I., F. D., 291-F. O. and A., dated 15th January 1909. Dy. G. I. No. 373.
Sub-Inspectors of Schools.	Dacca and Bakarganj Districts.	The following allowances have been sanctioned under these orders:—	
	Sardar and Madaripur Sub-divisions of Faridpur.	Rs40 a month during whole year.	Commissioner, Dacca. See Bundle T. B. 47 of 1907-1908.
	Gualundo Sub-division.	Rs40 a month June to November.	
	Mymensingh District.	Rs40 a month June to October.	

*Special Rates for Special Localities—contd.*

Officers affected.	Locality.	Special Rate.	Sanction.
Sub-Inspectors of Schools— <i>contd.</i>	Chittagang Division	R40 a month 15th June to 15th November, provid- ed boats are actually kept up, but under special cir- cumstances the allowance may be granted outside this period on certificate that boats were kept up and paid for during the period covered by the claim.	Commissioner, Chittagong. See Bundle T. B. 47 of 1907-1908.



### Appendix 10.

(See the Note under paragraph 909.)

*List of Controlling Officers in Eastern Bengal for the purpose of counter-signing Allowance Bills.*

Serial No.	Controlling Officer.	Officer or Department.
1	2	3
Major Head— Land Revenue.	District Officers.	<p>Joint Magistrates, Assistant Magistrates and Assistant Commissioners. Deputy Magistrates and Deputy Collectors, Extra Assistant Commissioners, Sub-Deputy Collectors, Tahsildars.</p> <p>All establishments under District and Sub-Divisional Officers, not specially provided for.</p> <p>Police Officers of all ranks except those specially provided for in items 15—17 and Ministerial Officers in District Police Offices.</p> <p>Non-gazetted officers of the Salt Department, including Inspectors.</p> <p>Non gazetted officers of the Excise Department, including Deputy and Sub-Inspectors.</p> <p>Civil Surgeons.</p> <p>Officers on duty with frontier expeditions.</p> <p>Officers attached to Survey camps for training.</p> <p>Government Pleaders.</p> <p>Inspectors of Excise.</p> <p>Criminal courts establishments and their own Land Revenue establishments.</p> <p>Clerks and menials employed under Income Tax Assessors.</p>
	Settlement Officers.	<p>Assistant Settlement Officers and establishments employed under them on all major Settlement operations.</p>
	Director, Land Records	<p>Probationary and temporary Sub-Deputy Collectors when placed under the Director of Land Records, Masters of Survey Schools.</p> <p>Settlement Officers and establishments employed by them on major Settlement operations.</p>

*List of Controlling Officers in Eastern Bengal for the purpose of counter-signing Allowance Bills—contd.*

Serial No.	Controlling Officer.	Officer or Department.
1	2	3
Land Revenue —contd.	Director, Land Records—contd.	All officers and their establishments employed on minor operations which are the control of the Director, Land Records.
	Director of Surveys, Bengal.	Provincial Survey establishment.
Forests	Conservator of Forests.	Forest officer of all ranks and establishments except non-gazetted officers and establishments subordinate to a divisional Forest officer.
	Divisional Forest officer.	Non-gazetted officers and establishments subordinate to a divisional Forest officer.
Registration.	Inspector-General of Registration.	Inspector of Registration Offices.
	District Registrars.	Special Sub-Registrars and their establishments.
Administration.	Secretary to Government, Financial Department.	Superintendent and Deputy Superintendent, Press.
	Secretary to Government, Public Works Department.	Commander and establishment of the steamer "Bramakund" and yacht "Souamukhi."
Law and Justice, Jails, Police.	Commissioners of Divisions.	District Officers, Collector's Land Revenue establishments. Criminal Courts. Officers and establishments employed on minor settlement operations under the control of Commissioners.
	District Judges	Civil Courts.
	Inspector-General of Prisons.	Jail Department.
	Inspector-General of Police.	Deputy Inspector-General of Police, Eastern and Western Ranges, and Deputy Inspector-General, Criminal Investigation Department.
		Commandants and Assistant Commandants of Military Police.

*List of Controlling Officers in Eastern Bengal and Assam for the purpose of countersigning Allowance Bills—contd.*

Serial No.	Controlling Officer.	Officer or Department.
1	2	3
Law and Justice, Jails, Police — <i>contd.</i>	Inspector-General of Police — <i>contd.</i>	Officers and establishments of Training Schools and of Military Police Companies employed directly under the Inspector-General.
	Deputy Inspector-General, Criminal Investigation Department.	All officers and subordinates of the Criminal Investigation Department Finger Print Bureau, Railway Police and River Police.
	Deputy Inspector-General of Ranges.	Principals, Assistant Superintendent of Police and Inspector of Police Training Schools.  Bills of their own establishments and of officers who attend co-operation meetings (L. G. 2521-J., dated 1st August 1910 with 6140-F., dated 3rd October 1910. Dy. L. G. 1800.)
	Commandants of Military Police.	Non-Commissioned Officers and sepoy.  Commissioned Officers below the rank of Assistant Commandant and Office establishment, Military Police Battalions.
	Principal's of Police Training Schools.	Cadets under training in the Schools.
Education	Director of Public Instruction.	Inspectors of Schools and their establishments.  Non-official members attending meetings of the committee on female education in Bengal.
	Inspectors of Schools.	Assistant Deputy and Sub-Inspectors of Schools and their establishments.  Assistant Inspector of Schools.
	Inspector-General of Civil Hospitals.	Medical Officer on special duty.
Medical	Sanitary Commissioner.	Deputy Sanitary Commissioners.
	Deputy Sanitary Commissioner.	Deputy Sanitary Commissioner's establishments.

*List of Controlling Officers in Eastern Bengal and Assam for the purpose of countersigning Allowance Bills—concl'd.*

Serial No.	Controlling Officer.	Officer or Department.
1	2	3
Medical— <i>cont'd.</i>	Civil Surgeons	Subordinate medical officers and establishments of the medical departments. Inspector of Vaccination.
Miscellaneous	Director of Agriculture.	Superintendent, Civil Veterinary Department. Deputy Directors of Agriculture, Fibre Expert. Agricultural Chemists. Economic Botanist. Agricultural Supervisor and all other subordinate officers and establishments in the Agricultural Department.
	Superintendent, Civil Veterinary Department.	Officers and establishments of the Civil Veterinary Department.
	Commissioner, Chittagong Division	Engineer and Shipwright Surveyor. Collector of Customs. The Port Officer.
	Registrar of Co-operative Credit Societies.	Assistant Registrar, Co-operative Credit Societies, Honorary Organisers.

The existing practice of travelling allowance bills being countersigned by an Assistant or Under Secretary for Secretary may continue. (A. G. on U. O. Case No. 753, dated 19th September 1909.)

(L. G. Circular 3-F., dated 1st February 1908, received with 1293-94-F., dated 14th February 1908. Dy. L. G. 18. E. B. and A.)

The Personal Assistant to Deputy Inspector-General, Criminal Investigation Department, is permitted to countersign for Deputy Inspector-General during the absence of the latter from Head-quarters. (L. G. 4311-F., dated 28th May 1908. Dy. L. G. 694.)

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